



College of Dental Technologists of Ontario
Ordre des Technologues Dentaires de l'Ontario

116th Meeting of Council

January 31, 2020

305 Milner Avenue, Boardroom 303

Scarborough, Ontario

:00 am – 2:30 pm



Observer Guidelines

Council meetings are open to the public and observers are welcome to attend. Individuals attending as observers are requested to:

- All cell phone and any electronic device ringers should be turned off.
- Avoid bringing in food or drinks other than water.
- Refrain from recording of proceedings by any means, including the taking of photographs, video recordings, voice recordings or via any other means.
- Remain quiet during the meeting and do not engage in conversation, discussion or any disruptive behaviour.
- Refrain from addressing the Council, speaking to, or giving or passing notes, documents or information to Council members while the meeting is in progress.
- Refrain from lobbying Council members at all times.
- Observers are not allowed to participate in the debate of any matter before the Council.
- Respect the authority of the meeting Chair; and
- Take your seats in the area designated to observers.

Please note the public may be excluded from any Council meeting or part of a meeting pursuant to section 7 of the *Health Professions Procedural Code*. These “in camera” portions of the meeting contain confidential information that can only be discussed amongst the Council.



116th Council Meeting

Friday, January 31, 2020, 10:00 am – 2:30 pm
305 Milner Avenue, Boardroom 303, Scarborough, Ontario

Council Members:

Michael Karrandjas, RDT, President
Terence Price, Public, Vice-President
Clark Wilson, RDT
Daniel Choi, RDT
David Savioli, RDT
Derrick Ostner, RDT

George Paraskevopoulos, RDT
Maged Asaad, Public
Jill Langford, RDT
Janet Faas, Public
Joanne Kranyak, Public
Robert Shawyer, Public

Staff:

Judy Rigby-Registrar/CEO
Safyia Mohammed- Recorder

Guests:

Craig Roxborough, Citizen's Advisory Group

| | AGENDA | SPEAKER | ACTION | PAGE No. |
|--------------|---|------------------|-----------------------------|----------|
| 1. | Call to Order | Chair | | |
| 2. | Approval of the Agenda | Chair | Motion | 3 |
| 3. | Conflict of Interest Declaration | Chair | | |
| 4. | Introductions | Chair | | |
| 5. | Council Development 5.1 Citizens Advisory Group | Craig Roxborough | Presentation to be provided | |
| 6. | Consent Agenda 6.1 Approval of 115 th Council Meeting Minutes– December 13, 2019 <i>A consent agenda is a bundle of items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more complex issues requiring further discussion. Any Council Member may request to the Chair that an item be removed for discussion.</i> | Chair | Motion | 5 |
| 7. | Election of Officers 7.1 Process for Election of Officers (Schedule 1 CDTO By-laws) 7.2 Nomination of Scrutineers 7.3 Nomination and Election of the President 7.4 Nomination and Election of the Vice-President 7.5 Nomination and Election of Three Executive Committee Members 7.6 Motion for Destruction of Ballots | Chair | Vote | 8 |
| Lunch | | | | |
| 8. | Committee Appointments 8.1 Committee Slate – <i>To be determined during meeting</i> | Chair | Motion | |

| | | | | |
|-----|---|-----------|---------------------|----------------|
| | 8.2 Appointment of Non-Members of Council 8.3 Confidentiality Agreements | | | |
| 9. | Terms of References 9.1 Briefing Note 9.2 Appendix 1 - 2019 Terms of Reference 9.3 Appendix 2 - Section 2.0 and 3.0 of the Draft Governance Policy Manual | Chair | Motion | 13 15 51 |
| 10. | Registrar's Update 10.1 ADT Project | Registrar | Update Presentation | 83 |
| 11. | Council Meeting Evaluation 11.1 Summary of 2019 Council Annual Performance 11.2 Council Meeting Evaluation Form | Chair | Discussion | 106 109 |
| 12. | <i>In-Camera Session - Pursuant to Section 7(2)(b) of the HPPC</i> 12.1 146 th Council Meeting In-Camera Minutes – Dec 13, 2019 | Chair | Motion | To be provided |
| 13. | Other Business | Chair | | |
| 14. | Next Meeting Dates – April 3 rd , June 19 th , Sept 25 th and Dec 11 th 2020 | | | |
| 15. | Meeting Adjournment | Chair | Motion | |



115th Council Meeting Minutes

Friday December 13, 2019 1:00 pm – 3:00 pm
305 Milner Ave., Boardroom 303, Scarborough, Ontario

Council Members Present

(Teleconference – T):

Michael Karrandjas (RDT) (Chair)
Jason Chai (RDT)T
Janet Faas (Public)
Joanne Kranyak (Public)
George Paraskevopoulos (RDT)T

Terence Price (Public)
Daniel Choi (RDT)
Clark Wilson (RDT)
David Savioli (RDT) T

Administration:

Judy Rigby, Registrar & CEO
Safya Mohammed, Recorder

Guests:

Geoff Clute, Hilborn LLP

Regrets:

Derrick Ostner (RDT)
Robert Shawyer (Public)
Maged Asaad (Public)

1. Call to Order.

The Chair called the meeting to order at 1:00 pm. The Chair welcomed Council and guests to the meeting.

2. Approval of the Agenda.

MOTION: THAT the agenda be approved as presented.

Moved by: T. Price and seconded by D. Choi

CARRIED

3. Conflict of Interest Declaration.

None declared.

4. Consent Agenda

At the request of the Chair, the Registrar provided a status update on the Governance Policy Manual revisions and the Standard of Practice Task Force in item 4.1. Ms. Rigby noted that both items would be prioritized in 2020 with the hiring of a new staff member. The Chair of the Registration Committee, Mr. Price, requested Council approve amendments to the Upgrading & Remediation Policy in item 4.9. It was noted that Ms. Kranyak should be added as an ICRC Committee member in item 4.6.

MOTION: THAT Council approve amendments to the Upgrading & Remediation Policy (Appendix 1).

Moved by: T. Price and seconded by D. Choi

CARRIED

MOTION: THAT Council moves to approve the consent agenda as amended.

Moved by: J. Faas and seconded by J. Kranyak

CARRIED

5. Financial and Management Reporting

Ms. Rigby presented the fiscal year-end operating and strategic initiative project results of the budget and an explanation of material variances. Council received the post-audit communication from Geoff Clute of Hilborn LLP and a review of the 2018-2019 audited financial statements. Mr. Clute noted that Hilborn expressed an unqualified or "clean" opinion that, in all material respects, the Financial Statements should be a fair representation of the College's financial position. Council was informed that the Executive Committee was satisfied with Management's responsibility for financial oversight and controls.

MOTION: THAT the Recommendation be modified to reflect the report date of Dec 6, 2019;
THAT the report dated Dec 6, 2019 entitled, "Financial and Management Reporting 2018-2019" be received;

AND THAT Council approve an expense of \$23,314.75 for consultant fees in accordance with CDTO By-laws section 4.08 (iv);

AND THAT Council approve the 2018-2019 Financial Statements of The College of Dental Technologists of Ontario (the "College") for the fiscal year ended August 31, 2019;



AND THAT the Council authorize Staff to issue the final audited Financial Statements for the fiscal year ended August 31, 2019 upon receiving the Independent Auditors Report;
AND THAT Staff be authorized and directed to do all things necessary to give effect to this resolution.

Moved by: J. Faas and seconded by G. Paraskevopoulos

CARRIED

6. Communications Strategy

The Chair of the Patient Relations Committee, Ms. Kranyak, provided a brief overview of the communications process and strategy. Council commended the Committee and Ms. Trusty on the quality and clarity of the document. Ms. Rigby noted that the strategy aligns with the Strategic Plan to enhance transparency, communications and engagement. She also noted the increased Member response to the December edition of the Bridge and engagement at Spectrum Day.

MOTION: THAT Council report dated December 6, 2019 entitled, "CDTO Communications Strategy 2018-2022" be received;

AND THAT Council approve the updated Communications Strategy 2018-2022 as presented;

AND THAT Staff be authorized and directed to do all things necessary to give effect to this resolution.

Moved by: J. Kranyak and seconded by M. Karrandjas

CARRIED

7. Strategic Planning Session Outcomes

The Chair reported on Council's Strategic Planning session held prior to the public meeting. He noted that minor updates to the 2018-2022 Strategy Map would be made pending the final report from the facilitator, Mr. Erik Lockhart. Although no changes would be made to the overall priorities, guidance was provided on areas of focus for 2019-2020. The Registrar provided an overview of the accomplishments in Years 1 and 2, and the status of the initiatives in progress.

8. ADT Project Update

The Registrar, also Chair of the ADT Steering Committee, provided an overview of the project, objectives, deliverables and accomplishments to date. Two major initiatives underway are the new national competency-based assessments, and the orientation and self-assessment tools for potential applicants, domestic and international. She assured Council that changes to the entry-to-practice examination content and format will maintain or improve the standard for this high-stake exam without requiring the five-day time commitment. It is anticipated that first administration of the exam will take place in August 2020. Questions were posed by Council and answered by Ms. Rigby regarding the administration of the exam and who will be taking the new exams.

9. 2020 Committee Slate

The Chair asked Council members to identify their Committee preferences and interests in becoming Chair through a Survey Monkey form. The survey is to be completed by the next Council meeting.

10. Registrar's Update

Ms. Rigby provided the results of the District 3 elections. The member response rate was 31% of eligible voters. She congratulated Ms. Jill Langford, a former Council member, and Mr. Clark Wilson; a current Council member re-elected for a third term. Ms. Rigby thanked outgoing Council member, Mr. Chai, on his contributions to the College through various Committee and Council work. The Registrar also informed Council of a new public appointee, Mr. Maged Asaad, whose diverse background will be an asset to the College.

Additional updates were provided on the College's stakeholder outreach efforts, the Ministry of Health and Long-Term Care's College Performance Measurement Framework, Ontario Fairness Commissioner meetings, Council/Staff professional development and the pressing initiatives for 2020.

11. Council Meeting Evaluation



The Chair thanked everyone who completed the evaluation and reviewed the comments with Council. He noted the improvement in completion and submission by having the evaluation form distributed through Survey Monkey.

12. In-Camera Session – Pursuant to Section 7(2)(b) of the HPPC

MOTION: THAT Council go in-camera.

Moved by:

CARRIED

MOTION: THAT Council rise and report that Council approved previous in-camera minutes and updated a discussion on a previous in-camera item.

Moved by:

CARRIED

13. Other Business

No other business to discuss at this time.

14. Next Meeting Dates

The Chair announced that the next meeting of Council would be Friday, January 31, 2020

15. Meeting Adjournment

The Chair adjourned the meeting at 2:47 pm.

Signed by: _____ Date: _____

DRAFT

SCHEDULE I TO THE BY-LAWS

Process for Election of Officers

The elections shall be supervised by the Registrar. The Registrar may be assisted by scrutineers.

Before the first regular meeting of the newly elected Council each year or any other Council meeting designated for the purpose by Council resolution, the Registrar shall send an invitation to all Council Members requesting any person wishing to stand for election to the offices of the President, Vice-President and Executive Committee member to indicate so, in writing, to the Registrar.

At the meeting of Council when the election of officers shall take place, the Registrar shall present the names of eligible candidates who have indicated their interest for the position of President. Nominations may also be made from the floor.

Where there is only one nominee for a position, that person shall be elected by acclamation. In the event that there is more than one candidate for the office, the voting shall be conducted by secret ballot, with the result being tabulated and then recorded and reported by the Registrar.

Before the vote, candidates shall be given the opportunity to speak for a period not exceeding five minutes (order to be determined by lot). The election of a candidate shall be confirmed by a majority vote of those present and voting, taken by secret ballot. Where no candidate receives a majority vote, the candidate receiving the fewest votes shall be disqualified and Council shall, by secret ballot, vote on the remaining candidates until one candidate receives a majority vote.

In the event of a tie, a second ballot shall take place. Candidates shall have an opportunity to speak for a period not exceeding five minutes before the vote. If the second ballot also results in a tie, the winning candidate shall be determined by lot.

The results of each election shall be tabulated and reported by the Registrar, with the number of votes accorded to each candidate to remain confidential.

Once the President is elected, the Vice-President shall be elected in a similar manner. Once the Vice-President has been elected, the remaining Executive Committee positions shall be elected in a similar manner ensuring that there are an appropriate number of Members and Public Members.

Once the election is completed, the Registrar shall call for a motion to destroy the ballots.



CONFIDENTIALITY AGREEMENT

I, _____, am a member of the Council of the College of Dental Technologists of Ontario ("CDTO").

I have read and understood and agree to abide by sections 36(1), (1.1), (1.2), (1.3), (1.4), (1.5), (1.6) and 40(2) of the *Regulated Health Professions Act, 1991*, as amended (the "RHPA"), and section 17 of the CDTO By-laws, which outline my duty of confidentiality and the consequences for a breach of confidentiality.

I undertake to maintain the secrecy of confidential information with respect to all matters that come to my knowledge in the course of my duties except as authorized by the RHPA.

I acknowledge and agree that all records, materials and information, and copies thereof obtained and/or reviewed by me in the course of duties on behalf of the CDTO are confidential and shall remain the exclusive property of the CDTO. I undertake to take all reasonable steps to protect the confidentiality and avoid the unauthorized disclosure of such records, materials and information, and to return to the CDTO any records, materials or information as required by the CDTO.

If I believe that disclosure of confidential information obtained in the course of my duties is required by law (such as pursuant to a criminal proceeding), I shall notify the Registrar as soon as reasonably possible and as much in advance of the impending disclosure as possible so that the College may obtain legal advice with respect to the matter.

I further acknowledge and agree that my obligations regarding confidentiality continue beyond the expiration of my term of office in perpetuity.

COUNCIL MEMBER: _____
SIGNATURE DATE

WITNESS: _____
SIGNATURE DATE

Attached are copies of subsections 36(1), (1.1), (1.2), (1.3), (1.4), (1.5), (1.6); 40(2) of the RHPA and section 17 of the CDTO By-laws.

Regulated Health Professions Act, 1991

Confidentiality

36 (1) Every person employed, retained or appointed for the purposes of the administration of this Act, a health profession Act or the *Drug and Pharmacies Regulation Act* and every member of a Council or committee of a College shall keep confidential all information that comes to his or her knowledge in the course of his or her duties and shall not communicate any information to any other person except,

- (a) to the extent that the information is available to the public under this Act, a health profession Act or the *Drug and Pharmacies Regulation Act*;
- (b) in connection with the administration of this Act, a health profession Act or the *Drug and Pharmacies Regulation Act*, including, without limiting the generality of this, in connection with anything relating to the registration of members, complaints about members, allegations of members' incapacity, incompetence or acts of professional misconduct or the governing of the profession;
- (c) to a body that governs a profession inside or outside of Ontario;
- (d) as may be required for the administration of the *Drug Interchangeability and Dispensing Fee Act*, the *Healing Arts Radiation Protection Act*, the *Health Insurance Act*, the *Health Protection and Promotion Act*, the *Independent Health Facilities Act*, the *Laboratory and Specimen Collection Centre Licensing Act*, the *Long-Term Care Homes Act, 2007*, the *Retirement Homes Act, 2010*, the *Ontario Drug Benefit Act*, the *Coroners Act*, the *Controlled Drugs and Substances Act* (Canada) and the *Food and Drugs Act* (Canada);
 - (d.1) for a prescribed purpose, to a public hospital that employs or provides privileges to a member of a College, where the College is investigating a complaint about that member or where the information was obtained by an investigator appointed pursuant to subsection 75 (1) or (2) of the Code, subject to the limitations, if any, provided for in regulations made under section 43;
 - (d.2) for a prescribed purpose, to a person other than a public hospital who belongs to a class provided for in regulations made under section 43, where a College is investigating a complaint about a member of the College or where the information was obtained by an investigator appointed pursuant to subsection 75 (1) or (2) of the Code, subject to the limitations, if any, provided for in the regulations;
- (e) to a police officer to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result;
- (f) to the counsel of the person who is required to keep the information confidential under this section;
- (g) to confirm whether the College is investigating a member, if there is a compelling public interest in the disclosure of that information;
- (h) where disclosure of the information is required by an Act of the Legislature or an Act of Parliament;
- (i) if there are reasonable grounds to believe that the disclosure is necessary for the purpose of eliminating or reducing a significant risk of serious bodily harm to a person or group of persons;

- (j) with the written consent of the person to whom the information relates; or
 - (k) to the Minister in order to allow the Minister to determine,
- (i) whether the College is fulfilling its duties and carrying out its objects under this Act, a health profession Act, the *Drug and Pharmacies Regulation Act* or the *Drug Interchangeability and Dispensing Fee Act*, or
- (ii) whether the Minister should exercise any power of the Minister under this Act, or any Act mentioned in subclause (i). 2007, c. 10, Sched. M, s. 7 (1); 2014, c. 14, Sched. 2, s. 10; 2017, c. 11, Sched. 5, s. 2 (1, 2).

Reports required under Code

(1.1) Clauses (1) (c) and (d) do not apply with respect to reports required under section 85.1 or 85.2 of the Code. 1993, c. 37, s. 1. 1998, c. 18, Sched. G, s. 7 (2).

Definition

(1.2) In clause (1) (e),

“law enforcement proceeding” means a proceeding in a court or tribunal that could result in a penalty or sanction being imposed. 1998, c. 18, Sched. G, s. 7 (2); 2007, c. 10, Sched. M, s. 7 (2).

Limitation

(1.3) No person or member described in subsection (1) shall disclose, under clause (1) (e), any information with respect to a person other than a member. 1998, c. 18, Sched. G, s. 7 (2); 2007, c. 10, Sched. M, s. 7 (3).

No requirement

(1.4) Nothing in clause (1) (e) shall require a person described in subsection (1) to disclose information to a police officer unless the information is required to be produced under a warrant. 1998, c. 18, Sched. G, s. 7 (2); 2007, c. 10, Sched. M, s. 7 (4).

Confirmation of investigation

(1.5) Information disclosed under clause (l) (g) shall be limited to the fact that an investigation is or is not underway and shall not include any other information. 2007, c. 10, Sched. M, s. 7 (5).

Restriction

(1.6) Information disclosed to the Minister under clause (1) (k) shall only be used or disclosed for the purpose for which it was provided to the Minister or for a consistent purpose. 2017, c. 11, Sched. 5, s. 2 (3).

subsection 39 (2) of the *Freedom of Information and Protection of Privacy Act* is given by,

- (a) a public notice posted on the prescribed organization’s website; or
- (b) any other public method that may be prescribed in regulations made by the Minister under subsection (1). 2016, c. 6, Sched. 1, s. 4.

...

Offences

40 (2) Every individual who contravenes section 31, 32 or 33 or subsection 34 (2), 34.1 (2) or 36 (1) is guilty of an offence and on conviction is liable to a fine of not more than \$25,000 for a first offence and not more than \$50,000 for a second or subsequent offence. 2007, c. 10, Sched. M, s. 12.

...

College of Dental Technology By-Laws

17. CONFIDENTIALITY

17.01 – Duty of Confidentiality

Members of Council and Committees, staff and persons retained or appointed by the College are required to maintain confidentiality of information that comes before them in the course of discharging their duties unless disclosure is authorized by Council or is otherwise permitted under section 36(1) of the RHPA.

17.02 – Disclosure Under the RHPA

Subsection 36(1) of the RHPA permits disclosure in a number of specific circumstances. Members of Council and Committees, staff and persons retained or appointed by the College are expected to understand when those exceptions apply and seek advice if they are in doubt.

17.03 – Confidentiality Agreement

Council and Committee members, staff and persons retained or appointed by the College are required to sign, annually, the confidentiality agreement approved by Council.



Council Report

Date Report Authored: January 31, 2020

SUBJECT: **Review of Terms of Reference**

PREPARED BY: Judith Rigby (CEO/Registrar)

Recommendation(s) to Council:

| | | | | |
|-------------------|-------------------------------------|----------------|--------------------|-------------------------------------|
| Public: | <input checked="" type="checkbox"/> | Action: | Information | <input checked="" type="checkbox"/> |
| In-Camera: | <input type="checkbox"/> | | Decision | <input checked="" type="checkbox"/> |

RECOMMENDATION(S):

THAT the report dated January 31, 2020 entitled "Review of Terms of Reference" be received;

AND THAT Council directs each Committee to review section 2.0 and 3.0, as it relates to their Committee, in the draft Governance Policy Manual (Appendix 2);

AND THAT each Committee approves the above related sections or provides Council with revisions;

AND THAT Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this report is to ensure that the Terms of Reference in the draft Governance Policy Manual to ensure relevancy, consistency, and clarity of roles and mandates of each Committee. There is a Terms of Reference for each statutory committee required under the *Regulated Health Professions Act, 1991*, and any other committee or task force established by Council.

BACKGROUND:

The College's By-Laws require that every statutory and non-statutory Committee of the College establish a Terms of Reference outlining the purpose and mandate of the Committee, and other

required specifications. The Terms of Reference is used to guide the Committee, as well as to codify policies related to:

- Mandate
- Membership
- Committee Records
- Conflict of Interest
- Media Communications
- Reporting
- Frequency of Meetings
- Quorum
- Terms of Appointment
- Evaluation
- Chair's Roles and Responsibilities

It is part of good governance for Council to review the Terms of Reference for each Committee on an annual basis to ensure relevancy, consistency, and clarity of roles and mandates of each Committee.

At its 111th Council Meeting, on January 25, 2019, Council made minor revisions to the Terms of Reference. A formal motion was passed to approve the revised version of the Terms of Reference and set the next annual policy review date for the first meeting of Council in 2020.

At the 114th Council Meeting, on September 6, 2019, a draft of the Governance Policy Manual was presented to Council. This manual amalgamates the governance policies of the College to facilitate effective and efficient access. The Terms of Reference for each of the Committees forms part of this manual.

As the Terms of Reference are no longer separate policies, the uniform practices of all the Committees have been extracted and included as section 2.1 Committees policy. Examples of uniform practices include record-keeping, reporting and evaluation. The responsibilities of the Chair have also been extracted into its own section, 3.0 Roles and Responsibilities. A copy of the 2019 Terms of Reference is attached as Appendix 1 for reference.

OPTIONS/ FOR DISCUSSION:

Each Committee is directed to review section 2.0 and 3.0, as it relates to their Committee, in the draft Governance Policy Manual. The Committee is to approve or provide revisions to Council by the next meeting.

FINANCIAL CONSIDERATIONS: N/A

HUMAN RESOURCES CONSIDERATIONS: N/A

RISK CONSIDERATIONS: N/A

ACCESSIBILITY CONSIDERATIONS: N/A

BUSINESS UNITS CONSULTED: N/A

ALIGNMENT WITH STRATEGIC PRIORITIES/ OBJECTS OF COLLEGE: Aligns with the College's Strategic Plan

ATTACHMENTS:

Appendix 1 – 2019 Terms of Reference

Appendix 2 – Section 2.0 and 3.0 of the Draft Governance Policy Manual



| Terms of Reference: | Terms of Reference for the Executive Committee | | |
|---------------------------------|--|---------------------|--------------------|
| Approved by: | Council | Policy Section: | Terms of Reference |
| Date of Most Recent Approval: | January 26, 2018 | Effective Date: | January 18, 2016 |
| Supersedes/Amends Policy dated: | | Policy Review Date: | January, 2019 |
| Date of Original Approval: | January 18, 2016 | Responsible Office: | Executive |
| Legislative References: | Regulated Health Professions Act, 1991 (RHPA); Dental Technology Act, 1991 (Act) | | |

Purpose:

The Committee functions in accordance with the Regulated Health Professions Act (RHPA) 1991, the Dental Technologies Act 1991, and the By-laws, policies and standards of the College and any other directives as deemed necessary by the Council of the College of Dental Technologists. Between Council meetings, the Executive Committee has all the powers of the Council with respect to any matter that requires immediate attention, other than the power to make, amend or revoke a regulation or By-law. Whenever possible, the Committee makes recommendations to Council, rather than assuming the above authority.

Mandate:

The Executive Committee supports Council in advancing the College's strategic objectives. The Executive Committee is responsible for:

1. monitoring proper operation of the College in cooperation with the Registrar.
2. regularly reviewing budget, financial statements and the auditor's report on the CDTO's annual financial statements, and recommending approval by Council.
3. presenting to Council for approval slates of candidates for committee appointments.
4. if necessary for a Committee to achieve its quorum or if necessary to give effect to the provisions of the Code, appointing Council members to fill any vacancies
5. should the office of the Registrar become vacant, appointing an Acting Registrar
6. should the office of the Registrar become vacant, overseeing the search for and recommending a proposed Registrar to Council.
7. setting the Registrar's compensation.
8. conducting the Registrar's annual review to be presented to the Registrar by the President and Vice-President.
9. calling special meetings of Council
10. initiating and holding an inquiry should there be reasonable grounds to doubt or dispute the validity of the election of any member of Council
11. investigating complaints against members of Council or Committee members
12. monitoring the Committee's performance.
13. regularly reviewing, considering and making recommendations to Council for changes to applicable legislation, regulations, By-laws, policies, strategic goals, programs, Rules

of Procedure, standards and guidelines that fall within the scope and purpose of the Committee.

Membership:

The Executive Committee shall be composed of:

1. three members who shall be Elected Members; and
2. two members who shall be Public Members.
3. the President and Vice-President shall be members of the Executive Committee.

Committee Records:

The Chair of the Committee shall ensure that accurate minutes of all Committee meetings are recorded, approved and maintained at the College office.

Conflict of Interest:

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and regulate the profession of Dental Technology in Ontario in the public interest. Comprehensive information regarding conflict of interest obligations is included in the By-laws.

Media Communications:

All media contact shall be channeled and coordinated through the Registrar's office. Any Committee member or any member of a working group (ad hoc committee) asked to be interviewed by media representatives, to respond to enquiries, or to comment on issues concerning the regulation of the profession or the operation of the Council or College, shall not provide any such communication and shall instead refer such requests to the Registrar's office.

Reporting:

The Executive Committee reports to the Council at every Council meeting, or in between if there are decisions of timely importance that must be taken by the Executive Committee. The Executive Committee prepares an annual report of its activities at the end of the fiscal year.

Frequency of Meetings:

The Committee shall hold at least four (4) meetings each year. Additional meetings of the Committee shall be called by the Chair as required.

Quorum:

The quorum of any Committee is three members unless otherwise provided in the Code or the By-laws or unless the Committee is composed of only three members, in which case, the quorum for such a Committee shall be two members (at least one elected member and one public member).

Terms of Appointment:

Executive Committee members will be elected.

Evaluation:

The committee terms of reference be reviewed annually and amended where necessary, for example in response to statutory, regulatory or policy amendments. Any amendments to the terms must be approved by Council.

Chair Role and Responsibilities:

Chair's Role:

The overall role of the chair is to ensure that Committee members are well prepared for the meetings and the meetings proceed in an efficient and effective manner. In addition, the chair ensures Council is informed of the Committee activities and the specific program activities and statistics related to the statutory mandate.

Chair's Responsibilities

Ongoing Activities:

1. Provide leadership to the Committee and Council as a whole.
2. Maintain transparency, non-biased opinion and confidentiality.
3. Declare conflict of interest when appropriate and appoint an interim-chair when conflict is determined.
4. Engage in and co-present the annual Committee member orientation session with staff resources.
5. In collaboration with the designated staff resource develop a well-planned agenda by: reviewing previous minutes noting action items and tabled items; and considering upcoming program activities and management of cases and actions required.
6. Write and review with the designated staff member the Committee reports for Council and the annual report.
7. Review and finalize all meeting minutes in advance of Committee member circulation.
8. Sign all records, reports, member decision letters and /or other forms related to the Committee activities.
9. Manage controversy and unethical behaviour amongst Committee members and seek support from College staff and President when needed.
10. Attend external events and meetings as mutually agreed upon with the College's Registrar and/ or President. Represent the College and the Committee in a professional and ethical manner; and communicate the College and Committee decisions in a unison voice.

During the Meetings:

11. Conduct effective meetings by applying Schedule 3 of the College By-laws "Rules of Order of the Council and its Committees".
12. Ensure all Committee members have the opportunity to actively participate in Committee discussions, decisions and motions; and manage controversy.
13. Document meeting minutes and ensure recording secretary has documented:
 - a. all main points of the meeting's discussions

- b. action items
 - c. motions / decision made by Committee
 - d. meeting location, start and end time
14. Set future meeting dates.



| | | | |
|---------------------------------|--|---------------------|--------------------|
| Policy Title: | Terms of Reference for the Discipline Committee | Policy No: | |
| Approved by: | Council | Policy Section: | Terms of Reference |
| Date of Most Recent Approval: | June 8, 2018 | Effective Date: | January 18, 2016 |
| Supersedes/Amends Policy dated: | January 26, 2018 | Policy Review Date: | January, 2019 |
| Date of Original Approval: | January 18, 2016 | Responsible Office: | Discipline |
| Legislative References: | Regulated Health Professions Act, 1991 (RHPA); Dental Technology Act, 1991 (Act) | | |

Purpose:

The Committee functions in accordance with the Regulated Health Professions Act (RHPA) 1991, the Dental Technologies Act 1991, and the By-laws, policies and standards of the College and any other directives as deemed necessary by the Council of the College of Dental Technologists. The Discipline Committee holds hearings into allegations of professional misconduct and/or incompetence.

Mandate:

The Discipline Committee is responsible for:

1. conducting hearings (through panels selected by the Chair) in a fair and efficient manner and providing reasonable and fair dispositions of all matters before it.
2. considering and making recommendations to Council for changes to applicable legislation, regulations, By-laws, policies, programs, Rules of Procedure, standards and guidelines that fall within the scope and purpose of the Committee.

Membership:

The Discipline Committee shall be composed of at least three (3) persons and shall include:

1. at least two Elected Members;
2. at least two Public Members; and
3. at least two Members who are not members of Council.

Panels:

Panels may be selected by the Chair to consider alleged member incapacity, professional misconduct and incompetence referred to it by the ICRC.

In accordance with the Code, panels shall be composed of at least three (3) Committee members, at least one (1) of whom shall be persons appointed to the Council by the Lieutenant Governor in Council. A minimum of three members of a panel constitute a quorum.

Committee Records:

The Chair of the Committee shall ensure that accurate minutes of all Committee meetings and records of proceedings are recorded, approved and maintained at the College office.

Conflict of Interest:

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and regulate the profession of Dental Technology in Ontario in the public interest. Comprehensive information regarding conflict of interest obligations is included in the By-laws.

Media Communications:

All media contact shall be channeled and coordinated through the Registrar's office. Any Committee member or any member of a working group (ad hoc committee) asked to be interviewed by media representatives, to respond to enquiries, or to comment on issues concerning the regulation of the profession or the operation of the Council or College, shall not provide any such communication and shall instead refer such requests to the Registrar's office.

Reporting:

The Committee reports to the Council at every Council meeting on activities that have been undertaken since the last report. These activities include the number of and types of matters dealt with, the dispositions of those matters generally, and activities relating to changes to applicable legislation and policy. The Committee prepares an annual report of its activities at the end of the fiscal year.

Frequency of Meetings:

The Committee shall hold at least one (1) meeting each year. Additional meetings of the Committee shall be called by the Chair as required.

Quorum:

The quorum of any Committee is three members unless otherwise provided in the Code or the By-laws, Rules of Procedure or unless the Committee is composed of only three members, in which case, the quorum for such a Committee shall be two members (at least one elected member and one public member). The Committee shall be composed of an odd number of members for a Hearing.

Terms of Appointment:

Committee members will be appointed annually by Council.

Evaluation:

The committee terms of reference be reviewed annually and amended where necessary, for example in response to statutory, regulatory or policy amendments. Any amendments to the terms must be approved by Council.

Chair Role and Responsibilities:

Chair's Role:

The overall role of the chair is to ensure that Committee members are well prepared for the meetings and/or hearings and they proceed in an efficient and effective manner. In addition, the chair ensures Council is informed of the Committee activities and the specific program activities and statistics related to the statutory mandate.

Chair's Responsibilities

Ongoing Activities:

1. Maintain transparency, non-bias opinion and confidentiality.
2. Declare conflict of interest when appropriate and appoint an interim-chair when conflict is determined.
3. Engage in and co-present the annual Committee member orientation session with staff resources.
4. In collaboration with the designated staff resource develop a well-planned agenda by: reviewing previous minutes noting action items and tabled items; and considering upcoming program activities and management of cases and actions required.
5. Write and review with the designated staff member the Committee reports for Council and the annual report.
6. Review and finalize all meeting minutes in advance of Committee member circulation.
7. Sign all records, reports, member decision letters and /or other forms related to the Committee activities.
8. Manage controversy and unethical behaviour amongst Committee members and seek support from College staff and President when needed.
9. Attend external events and meetings as mutually agreed upon with the College's Registrar and/ or President. Represent the College and the Committee in a professional and ethical manner; and communicate the College and Committee decisions in a unison voice.
10. Assign pre-hearing conference chair, specific to each pre-hearing conference.
11. Assign Discipline hearing panel members, specific to each Discipline hearing.

During the Meetings:

12. Conduct effective meetings by applying Schedule 3 of the College By-laws "Rules of Order of the Council and its Committees".
13. Ensure all Committee members have the opportunity to actively participate in Committee discussions, decisions and motions; and manage controversy.
14. Document meeting minutes and ensure recording secretary has documented:
 - a. all main points of the meeting's discussions
 - b. action items
 - c. motions / decision made by Committee
 - d. meeting location, start and end time
15. Set future meeting dates.

Panel Chair's Responsibilities

Chair of the Discipline Panel – Responsibility During the Hearings:

1. Conduct effective Hearings in accordance with the applicable College Rules of Procedure. Where no Rules of Procedure exist, in accordance with the *Statutory Rules of Procedure Act*.
2. Ensure all Panel members have the opportunity to actively participate in the decisions and motions during a Hearing.
3. Ensure recording secretary has documented:
 - a. discussions
 - b. motions / decision made by Panel
 - c. location, start and end time.
4. Set future Hearing dates as required.
5. Ensure that any Panel decisions is completed in a timely manner and that it is distributed to the affected parties and, if required by the Act, are published on the College web site and in the Member's Register.



| | | | |
|---------------------------------|--|---------------------|--------------------|
| Policy Title: | Terms of Reference for the Examinations Committee | Policy No: | |
| Approved by: | Council | Policy Section: | Terms of Reference |
| Date of Most Recent Approval: | January 26, 2018 | Effective Date: | January 1, 2017 |
| Supersedes/Amends Policy dated: | | Policy Review Date: | January, 2019 |
| Date of Original Approval: | June 10, 2016 | Responsible Office: | Examination |
| Legislative References: | Regulated Health Professions Act, 1991 (RHPA); Dental Technology Act, 1991 (Act) | | |

Purpose:

The Committee functions in accordance with the Regulated Health Professions Act (RHPA) 1991, the Dental Technologies Act 1991, and the By-laws, policies and standards of the College and any other directives as deemed necessary by the Council of the College of Dental Technologists. The Examinations Committee is responsible for developing, approving and administrating fair and consistent Registration Examinations which provide a reliable and valid measure of the candidate's competency in knowledge, skills and ability for the practice of dental technology in Ontario.

Mandate:

The Examinations Committee is responsible for:

1. Approving the examinations for registration.
2. Overseeing the "Examination Task Force" and the "Written Examination Task Force".
3. Ensuring that the examinations are fair and consistent and assess agreed upon standards of knowledge, skills and competencies.
4. Ensuring the reliability and validity of examinations for registration.
5. Making recommendations to Council on any changes to the content and structure of examinations for registration.
6. Reviewing and maintaining policies and procedures related to examinations.
7. Determining the eligibility of examination applicants referred by the Registrar where there are doubts, on reasonable grounds, about whether the applicant fulfils the examination application requirements.
8. Ensuring that examination appeals are handled in a timely manner and that appeal policies and procedures are transparent, fair and consistently applied; through a panel selected by the Chair.

9. Considering and making recommendations to Council for changes to applicable legislation, regulations, By-laws, policies, program, Rules of Procedure, standards and guidelines that fall within the scope and purpose of the Committee.

Limitations

Nothing in these terms of reference shall permit the Committee or a panel of the Committee to intervene in decisions of examiners with regard to any matter of academic or clinical skill judgment.

Membership:

The Examination Committee shall be composed of:

1. at least two Members (at least one of whom must be an Elected Member); and
2. at least one Public Member.

Committee Records:

The Chair of the Committee shall ensure that accurate minutes of all Committee meetings are recorded, approved and maintained at the College office.

Conflict of Interest:

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and regulate the profession of Dental Technology in Ontario in the public interest. Comprehensive information regarding conflict of interest obligations is included in the By-laws.

A member of the Examinations Committee may not be a:

- member of the CDTO's Registration Committee,
- teacher/instructor/professor in a Dental Technology program,

Any conflict will be dealt with in accordance with Section 16.07 (Where a Conflict May Exist) of the By-laws.

Public Communications:

All media contact shall be channeled and coordinated through the Registrar's office. Any Committee member or any member of a working group (ad hoc committee) asked to be interviewed by media representatives, to respond to enquiries, or to comment on issues concerning the regulation of the profession or the operation of the Council or College, shall not provide any such communication and shall instead refer such requests to the Registrar's office.

Reporting:

The Committee reports to the Council at every Council meeting on activities that have been undertaken since the last report. The Committee prepares an annual report of its activities at the end of the fiscal year.

Frequency of Meetings:

Committee meetings shall, wherever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for the Committee to conduct its business.

Quorum:

The quorum of the Committee is three members unless otherwise provided in the Code or the College's By-laws or unless the Committee is composed of only three members, in which case, the quorum for such a Committee shall be two members (at least one elected member).

Terms of Appointment:

Committee members will be appointed annually by Council.

Evaluation:

The committee terms of reference be reviewed annually and amended where necessary, for example in response to statutory, regulatory or policy amendments. Any amendments to the terms must be approved by Council.

Chair Role and Responsibilities:**Chair's Role:**

The overall role of the chair is to ensure that Committee members are well prepared for the meetings and the meetings proceed in an efficient and effective manner. In addition, the chair ensures Council is informed of the Committee activities and the specific program activities and statistics related to the statutory mandate.

Chair's ResponsibilitiesOngoing Activities:

1. Maintain transparency, non-bias opinion and confidentiality.
2. Declare conflict of interest when appropriate and appoint an interim-chair when conflict is determined.
3. Engage in and co-present the annual Committee member orientation session with staff resources.
4. In collaboration with the designated staff resource develop a well-planned agenda by: reviewing previous minutes noting action items and tabled items; and considering upcoming program activities and management of cases and actions required.
5. Write and review with the designated staff member the Committee reports for Council and the annual report.
6. Review and finalize all meeting minutes in advance of Committee member circulation.
7. Sign all records, reports, member decision letters and /or other forms related to the Committee activities.
8. Manage controversy and unethical behaviour amongst Committee members and seek support from College staff and President when needed.
9. Attend external events and meetings as mutually agreed upon with the College's Registrar and/ or President. Represent the College and the Committee in a professional and ethical manner; and communicate the College and Committee decisions in a unison voice.

During the Meetings:

10. Conduct effective meetings by applying Schedules 2 & 3 of the College By-laws “Rules of Order of the Council” and “Code of Conduct for Council and Committee Members”.
11. Ensure all Committee members have the opportunity to actively participate in Committee discussions, decisions and motions; and manage controversy.
12. Document meeting minutes and ensure recording secretary has documented:
 - a. all main points of the meeting's discussions
 - b. action items
 - c. motions / decision made by Committee
 - d. meeting location, start and end time
13. Set future meeting dates.



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|---------------------------------|--|---------------------|---------------------|
| Terms of Reference: | Fitness to Practice Committee | | |
| Approved by: | Council | Policy Section: | Terms of Reference |
| Date of Most Recent Approval: | January 26, 2018 | Effective Date: | January 18, 2016 |
| Supersedes/Amends Policy dated: | | Policy Review Date: | January, 2019 |
| Date of Original Approval: | January 18, 2016 | Responsible Office: | Fitness to Practice |
| Legislative References: | Regulated Health Professions Act, 1991 (RHPA); Dental Technology Act, 1991 (Act) | | |

Purpose:

The Committee functions in accordance with the Regulated Health Professions Act (RHPA) 1991, the Dental Technologies Act 1991, and the By-laws, policies and standards of the College and any other directives as deemed necessary by the Council of the College of Dental Technologists. The Fitness to Practise Committee determines whether a dental technologist has a physical or mental condition or disorder that affects, or could affect, her or his practice.

Mandate:

The Fitness to Practice Committee is responsible for:

1. conducting hearings to determine whether a Member is incapacitated. These hearings are generally closed to the public unless the Member requests to have it open to the public.
2. determining whether a dental technologist is suffering from a physical or mental condition or disorder that is affecting, or could affect his or her Practice.
3. having a Member's certificate potentially revoked or suspended, or having specific terms and limitations attached to it for a given length of time, if a dental technologist is found to be incapacitated.
4. considering and making recommendations to Council for changes to applicable legislation, regulations, By-laws, policies, programs, Rules of Procedure, standards and guidelines that fall within the scope and purpose of the Committee.

Membership:

The Fitness to Practice Committee shall be composed of:

1. at least two Elected Members; and
2. at least one Public Member.

Panels:

Panels may be selected by the Chair to investigate whether a member is incapacitated.

In accordance with the Code, panels shall be composed of at least three (3) Committee members, at least one (1) of whom shall be persons appointed to the Council by the Lieutenant Governor in Council.

A minimum of three members of a panel constitute a quorum.

Committee Records:

The Chair of the Committee shall ensure that accurate minutes of all Committee meetings and proceedings are recorded, approved and maintained at the College office.

Conflict of Interest:

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and regulate the profession of Dental Technology in Ontario in the public interest. Comprehensive information regarding conflict of interest obligations is included in the By-laws.

Media Communications:

All media contact shall be channeled and coordinated through the Registrar's office. Any Committee member or any member of a working group (ad hoc committee) asked to be interviewed by media representatives, to respond to enquiries, or to comment on issues concerning the regulation of the profession or the operation of the Council or College, shall not provide any such communication and shall instead refer such requests to the Registrar's office.

Reporting:

The Committee reports to the Council at every Council meeting on activities that have been undertaken since the last report. The Committee prepares an annual report of its activities at the end of the fiscal year.

Frequency of Meetings:

The Committee will meet only as required.

Quorum:

The quorum of any Committee is three members unless otherwise provided in the Code or the By-laws, Rules of Procedure or unless the Committee is composed of only three members, in which case, the quorum for such a Committee shall be two members (at least one elected member and one public member). The Committee shall be composed of an odd number of members for a Hearing.

Terms of Appointment:

Committee members will be appointed annually by Council.

Chair Role and Responsibilities:

Chair's Role:

The overall role of the chair is to ensure that Committee members are well prepared for the meetings and the meetings proceed in an efficient and effective manner. In addition, the chair ensures Council is informed of the Committee activities and the specific program activities and statistics related to the statutory mandate

Chair's Responsibilities

Ongoing Activities:

1. Maintain transparency, non-bias opinion and confidentiality.
2. Declare conflict of interest when appropriate and appoint an interim-chair when conflict is determined.
3. Engage in and co-present the annual Committee member orientation session with staff resources.
4. In collaboration with the designated staff resource develop a well-planned agenda by: reviewing previous minutes noting action items and tabled items; and considering upcoming program activities and management of cases and actions required.
5. Write and review with the designated staff member the Committee reports for Council and the annual report.
6. Review and finalize all meeting minutes in advance of Committee member circulation.
7. Sign all records, reports, member decision letters and /or other forms related to the Committee activities.
8. Manage controversy and unethical behaviour amongst Committee members and seek support from College staff and President when needed.
9. Attend external events and meetings as mutually agreed upon with the College's Registrar and/ or President. Represent the College and the Committee in a professional and ethical manner; and communicate the College and Committee decisions in a unison voice.
10. Coordinate with staff resource to facilitate prior learning assessment and recognition process.
11. Ensure that registration practices are fair and consistent and delivered in a timely manner.

During the Meetings:

12. Conduct effective meetings by applying Schedule C of the College By-laws "Rules of Order of the Council and its Committees".
13. Ensure all Committee members have the opportunity to actively participate in Committee discussions, decisions and motions; and manage controversy.
14. Document meeting minutes and ensure recording secretary has documented:
 - a. all main points of the meeting's discussions
 - b. action items

- c. motions / decision made by Committee
 - d. meeting location, start and end time
15. Set future meeting dates.

Panel Chair's Responsibilities

During the Hearings:

1. Conduct effective Hearings in accordance with the applicable College Rules of Procedure. Where no Rules of Procedure exist, in accordance with the Statutory Rules of Procedure Act.
2. Ensure all Panel members have the opportunity to actively participate in the decisions and motions during a Hearing.
3. Ensure recording secretary has documented:
 - a. discussions
 - b. motions / decision made by Panel
 - c. location, start and end time.
4. Set future Hearing dates.



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|---------------------------------|--|---------------------|--------------------|
| Terms of Reference: | ICRC Committee | | |
| Approved by: | Council | Policy Section: | Terms of Reference |
| Date of Most Recent Approval: | January 26, 2018 | Effective Date: | January 18, 2016 |
| Supersedes/Amends Policy dated: | | Policy Review Date: | January, 2019 |
| Date of Original Approval: | January 18, 2016 | Responsible Office: | ICRC |
| Legislative References: | Regulated Health Professions Act, 1991 (RHPA); Dental Technology Act, 1991 (Act) | | |

Purpose:

The Committee functions in accordance with the Regulated Health Professions Act (RHPA) 1991, the Dental Technologies Act 1991, and the By-laws, policies and standards of the College and any other directives as deemed necessary by the Council of the College of Dental Technologists. The ICRC investigates complaints and considers reports about dental technologists.

Mandate:

The ICRC is responsible for:

1. Through panels selected by the Chair:
 - a. investigating complaints, considering Registrar's Reports, and conducting inquiries into alleged Member incapacity, professional misconduct and incompetence;
 - b. requesting or approving the appointment of investigators;
 - c. considering reports of unauthorized practice by non-Members; and
 - d. making fair and reasonable dispositions of all matters brought before it.
2. considering resolutions of complaints that have been brought before it through an alternative dispute resolution process.
3. considering and making recommendations to Council for changes to applicable legislation, regulations, By-laws, policies, programs, Rules of Procedure, standards and guidelines that fall within the scope and purpose of the Committee.

Membership:

The ICRC shall be composed of at least three (3) persons, as least two (2) Members who are members of Council and shall include:

1. at least two Elected Members;
2. at least one Public Member; and
3. at least one Member who is not a member of Council.

***Note*:** *Members of the ICRC shall not be members of the Discipline Committee.*

Panels:

Panels may be selected by the Chair to investigate complaints, consider Registrar's Reports, and conduct inquiries into alleged member incapacity, professional misconduct and incompetence.

In accordance with the Code, panels shall be composed of at least three (3) Committee members, at least one (1) of whom shall be persons appointed to the Council by the Lieutenant Governor in Council.

A minimum of three members of a panel constitute a quorum.

Committee Records:

The Chair of the Committee shall ensure that accurate minutes of all Committee meetings are recorded, approved and maintained at the College office.

Conflict of Interest:

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and regulate the profession of Dental Technology in Ontario in the public interest. Comprehensive information regarding conflict of interest obligations is included in the By-laws.

Media Communications:

All media contact shall be channeled and coordinated through the Registrar's office. Any Committee member or any member of a working group (ad hoc committee) asked to be interviewed by media representatives, to respond to enquiries, or to comment on issues concerning the regulation of the profession or the operation of the Council or College, shall not provide any such communication and shall instead refer such requests to the Registrar's office.

Reporting:

The Committee reports to the Council at every Council meeting on activities that have been undertaken since the last report. These activities include the number of and types of matters dealt with, the dispositions of those matters generally, and activities relating to changes to applicable legislation and policy. The Committee prepares an annual report of its activities at the end of the fiscal year.

Frequency of Meetings:

The Committee shall hold at least four (4) meetings each year. Additional meetings of the Committee shall be called by the Chair as required.

Quorum:

The quorum of any Committee is three members unless otherwise provided in the Code or the By-laws, Rules of Procedure or unless the Committee is composed of only three members,

in which case, the quorum for such a Committee shall be two members (at least one elected member and one public member). The Committee shall be composed of an odd number of members for a Hearing.

Terms of Appointment:

Committee members will be appointed annually by Council.

Evaluation:

The committee terms of reference be reviewed annually and amended where necessary, for example in response to statutory, regulatory or policy amendments. Any amendments to the terms must be approved by Council.

Chair Role and Responsibilities:

Chair's Role:

The overall role of the chair is to ensure that Committee members are well prepared for the meetings and/or deliberations and they proceed in an efficient and effective manner. In addition, the chair ensures Council is informed of the Committee activities and the specific program activities and statistics related to the statutory mandate.

Chair's Responsibilities

Ongoing Activities:

1. Maintain transparency, non-bias opinion and confidentiality.
2. Declare conflict of interest when appropriate and appoint an interim-chair when conflict is determined.
3. Engage in and co-present the annual Committee member orientation session with staff resources.
4. In collaboration with the designated staff resource develop a well-planned agenda by: reviewing previous minutes noting action items and tabled items; and considering upcoming program activities and management of cases and actions required.
5. Write and review with the designated staff member the Committee reports for Council and the annual report.
6. Review and finalize all meeting minutes in advance of Committee member circulation.
7. Sign all records, reports, member decision letters and /or other forms related to the Committee activities.
8. Manage controversy and unethical behaviour amongst Committee members and seek support from College staff and President when needed.
9. Attend external events and meetings as mutually agreed upon with the College's Registrar and/ or President. Represent the College and the Committee in a professional and ethical manner; and communicate the College and Committee decisions in a unison voice.
10. At the beginning of each year, work with designated staff resource to appoint Committee members to a panel.
11. Review incoming complaints and inquires with designated staff resource and assign matters to be investigated by panel.

During the Meetings:

12. Conduct effective meetings by applying Schedule 3 of the College By-laws “Rules of Order of the Council and its Committees”.
13. Ensure all Committee members have the opportunity to actively participate in Committee discussions, decisions and motions; and manage controversy.
14. Document meeting minutes and ensure recording secretary has documented:
 - a. all main points of the meeting's discussions
 - b. action items
 - c. motions / decision made by Committee
 - d. meeting location, start and end time
15. Set future meeting dates.

Panel Chair’s Responsibilities

During the Deliberations:

1. Conduct effective Deliberations in accordance with the Health Professions Procedural Code, and the Regulations, By-laws, and policies of the College.
2. Ensure all Panel members have the opportunity to actively participate in the deliberation discussions.
3. Ensure recording secretary has documented:
 - a. discussions
 - b. motions / decision made by Panel
 - c. location, start and end time
4. Set future Deliberation dates.



| Terms of Reference: | Terms of References of the Patient Relations Committee | | |
|---------------------------------|--|---------------------|--------------------|
| Approved by: | Council | Policy Section: | Terms of Reference |
| Date of Most Recent Approval: | January 26, 2018 | Effective Date: | January 18, 2016 |
| Supersedes/Amends Policy dated: | | Policy Review Date: | January, 2019 |
| Date of Original Approval: | January 18, 2016 | Responsible Office: | Patient Relations |
| Legislative References: | Regulated Health Professions Act, 1991 (RHPA); Dental Technology Act, 1991 (Act) | | |

Purpose:

The Committee functions in accordance with the Regulated Health Professions Act (RHPA) 1991, the Dental Technologies Act 1991, and the By-laws, policies and standards of the College and any other directives as deemed necessary by the Council of the College of Dental Technologists. The Patient Relations Committee advises Council on matters related to abuse prevention.

Mandate:

The Patient Relations Committee is responsible for:

1. advising Council with respect to the following:
 - a. promotion and enhancement relations between the College and the public.
 - b. promotion and enhancement relations between the College and its Members.
 - c. promotion and enhancement relations between the College and its future Members.
 - d. promotion and enhancement relations between the College, its Members, other health profession colleges, key stakeholders and the public.
2. developing and recommending to Council a Member Awareness program that includes:
 - a. documentation regarding the regulatory requirements of the profession and how regulation contributes to public protection.
 - b. standards and programs for Members that support changes in technology/ practice environment.
 - c. measures to enhancing relations with their patient/ public and information on what it means to be a professional.
 - d. an awareness among Members of what constitutes both professional conduct and misconduct (e.g., standards of practice, consent and confidentiality).
 - e. measures for preventing and dealing with sexual abuse of patients by providing education and guidelines for Members aimed at increasing awareness of the boundaries that must exist between Members and patients (i.e., zero tolerance for sexual abuse).
3. developing and recommending to Council a Public Awareness program that includes:
 - a. activities that increase public awareness of the role of the regulatory College and how to participate in College processes and programs.

- b. information about the technical and regulatory requirements of the profession (e.g., Entry to Practice requirements, Quality Assurance program).
 - c. activities that raise the public's awareness of the process for complaints, discipline and fitness to practice matters.
4. developing and recommending to Council a Public Protection program that includes:
 - a. measures for preventing and dealing with sexual abuse of patients through the provision of information to the public.
 - b. developing a program to provide funding for therapy and counseling for persons who, while patients, were sexually abused by Members of the College. Once approved by Council this program will, according to statute be administered and evaluated by the Patient Relations Committee.
5. in discharging its public and Member Awareness responsibilities to:
 - a. be responsible for reviewing the official publications of the College, namely: the official quarterly newsletter (The Advisor), the College web site, and other official publications the Council may decide to publish from time to time.
 - b. be responsible for initiating and recommending to Council on matters relating to the promotion of the College's image, development of public education and communications programs.
6. considering and making recommendations to Council for changes to applicable legislation, regulations, By-laws, policies, programs, Rules of Procedure, standards and guidelines that fall within the scope and purpose of the Committee.

Membership:

The Patient Relations Committee shall be composed of:

1. at least one Elected Members; and
2. at least two Public Member.

Committee Records:

The Chair of the Committee shall ensure that accurate minutes of all Committee meetings are recorded, approved and maintained at the College office.

Conflict of Interest:

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and regulate the profession of Dental Technology in Ontario in the public interest. Comprehensive information regarding conflict of interest obligations is included in the By-laws.

Media Communications:

All media contact shall be channeled and coordinated through the Registrar's office. Any Committee member or any member of a working group (ad hoc committee) asked to be interviewed by media representatives, to respond to enquiries, or to comment on issues concerning the regulation of the profession or the operation of the Council or College, shall

not provide any such communication and shall instead refer such requests to the Registrar's office.

Reporting:

The Committee reports to the Council at every Council meeting on activities that have been undertaken since the last report. The Committee prepares an annual report of its activities at the end of the fiscal year.

Frequency of Meetings:

The Committee shall hold at least four (4) meetings each year. Additional meetings of the Committee shall be called by the Chair as required.

Quorum:

The quorum of any Committee is three members unless otherwise provided in the Code or the By-laws or unless the Committee is composed of only three members, in which case, the quorum for such a Committee shall be two members (at least one elected member and one public member).

Terms of Appointment:

Committee members will be appointed annually by Council.

Chair Role and Responsibilities:

Chair's Role:

The overall role of the chair is to ensure that Committee members are well prepared for the meetings and the meetings proceed in an efficient and effective manner. In addition, the chair ensures Council is informed of the Committee activities and the specific program activities and statistics related to the statutory mandate.

Chair's Responsibilities

Ongoing Activities:

3. Maintain transparency, non-bias opinion and confidentiality.
4. Declare conflict of interest when appropriate and appoint an interim-chair when conflict is determined.
5. Engage in and co-present the annual Committee member orientation session with staff resources.
6. In collaboration with the designated staff resource develop a well planned agenda by: reviewing previous minutes noting action items and tabled items; and considering upcoming program activities and management of cases and actions required.
7. Write and review with the designated staff member the Committee reports for Council and the annual report.
8. Review and finalize all meeting minutes in advance of Committee member circulation.
9. Sign all records, reports, member decision letters and /or other forms related to the Committee activities.

10. Manage controversy and unethical behaviour amongst Committee members and seek support from College staff and President when needed.
11. Attend external events and meetings as mutually agreed upon with the College's Registrar and/ or President. Represent the College and the Committee in a professional and ethical manner; and communicate the College and Committee decisions in a unison voice.

During the Meetings:

12. Conduct effective meetings by applying Schedule 3 of the College By-laws "Rules of Order of the Council and its Committees".
13. Ensure all Committee members have the opportunity to actively participate in Committee discussions, decisions and motions; and manage controversy.
14. Document meeting minutes and ensure recording secretary has documented:
 - a. all main points of the meeting's discussions
 - b. action items
 - c. motions / decision made by Committee
 - d. meeting location, start and end time
15. Set future meeting dates.



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|---------------------------------|--|---------------------|--------------------|
| Policy Title: | Terms of Reference for the Quality Assurance Committee | Policy No: | |
| Approved by: | Council | Policy Section: | Terms of Reference |
| Date of Most Recent Approval: | January 26, 2018, November 24, 2017 by QAC | Effective Date: | January 18, 2016 |
| Supersedes/Amends Policy dated: | | Policy Review Date: | January, 2019 |
| Date of Original Approval: | January 18, 2016 | Responsible Office: | Quality Assurance |
| Legislative References: | Regulated Health Professions Act, 1991 (RHPA); Dental Technology Act, 1991 (Act) | | |

Purpose:

The Committee functions in accordance with the Regulated Health Professions Act (RHPA) 1991, the Dental Technologies Act 1991, and the By-laws, policies and standards of the College and any other directives as deemed necessary by the Council of the College of Dental Technologists. The QA Committee is responsible to ensure that Members provide quality service to the public by practicing according to current and future practice standards and guidelines, and continually upgrading their skills, knowledge and judgement.

Mandate:

The QA Committee is responsible for:

1. developing and implementing an approved QA Program (QAP) that promotes continuing competence of dental technologists.
2. monitoring the participation and compliance of Members in the approved QAP.
3. implementing the process for non-compliant cases as outlined in the QAP.
4. continually evaluating the QAP which encourages the continuous quality improvement of Members.
5. considering and making recommendations to Council for changes to applicable legislation, regulations, By-laws, policies, programs, Rules of Procedure, standards and guidelines that fall within the scope and purpose of the Committee.

Membership:

The Quality Assurance Committee shall be composed of:

1. at least one Elected Member;
2. at least one Public Member; and
3. at least one Member who is not a member of Council.

Committee Records:

The Chair of the Committee shall ensure that accurate minutes of all Committee meetings are recorded, approved and maintained at the College office.

Conflict of Interest:

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and regulate the profession of Dental Technology in Ontario in the public interest. Comprehensive information regarding conflict of interest obligations is included in the By-laws.

Media Communications:

All media contact shall be channeled and coordinated through the Registrar's office. Any Committee member or any member of a working group (ad hoc committee) asked to be interviewed by media representatives, to respond to enquiries, or to comment on issues concerning the regulation of the profession or the operation of the Council or College, shall not provide any such communication and shall instead refer such requests to the Registrar's office.

Reporting:

The Committee reports to the Council at every Council meeting on activities that have been undertaken since the last report. The Committee prepares an annual report of its activities at the end of the fiscal year.

Frequency of Meetings:

The Committee shall hold at least four (4) meetings each year. Additional meetings of the Committee shall be called by the Chair as required.

Quorum:

The quorum of any Committee is three members unless otherwise provided in the Code or the By-laws or unless the Committee is composed of only three members, in which case, the quorum for such a Committee shall be two members (at least one elected member and one public member).

Terms of Appointment:

Committee members will be appointed annually by Council.

Evaluation:

The committee terms of reference be reviewed annually and amended where necessary, for example in response to statutory, regulatory or policy amendments. Any amendments to the terms must be approved by Council.

Chair Role and Responsibilities:

Chair's Role:

The overall role of the chair is to ensure that Committee members are well prepared for the meetings and the meetings proceed in an efficient and effective manner. In addition, the chair ensures Council is informed of the Committee activities and the specific program activities and statistics related to the statutory mandate.

Chair's Responsibilities

Ongoing Activities:

1. Maintain transparency, non-bias opinion and confidentiality.
2. Declare conflict of interest when appropriate and appoint an interim-chair when conflict is determined.
3. Engage in and co-present the annual Committee member orientation session with staff resources.
4. In collaboration with the designated staff resource develop a well-planned agenda by: reviewing previous minutes noting action items and tabled items; and considering upcoming program activities and management of cases and actions required.
5. Write and review with the designated staff member the Committee reports for Council and the annual report.
6. Review and finalize all meeting minutes in advance of Committee member circulation.
7. Sign all records, reports, member decision letters and /or other forms related to the Committee activities.
8. Manage controversy and unethical behaviour amongst Committee members and seek support from College staff and President when needed.
9. Attend external events and meetings as mutually agreed upon with the College's Registrar and/ or President. Represent the College and the Committee in a professional and ethical manner; and communicate the College and Committee decisions in a unison voice.

During the Meetings:

1. Conduct effective meetings by applying Schedule 3 of the College By-laws "Rules of Order of the Council and its Committees".
2. Ensure all Committee members have the opportunity to actively participate in Committee discussions, decisions and motions; and manage controversy.
3. Document meeting minutes and ensure recording secretary has documented:
 - a. all main points of the meeting's discussions
 - b. action items
 - c. motions / decision made by Committee
 - d. meeting location, start and end time
4. Set future meeting dates.



| | | | |
|---------------------------------|--|---------------------|--------------------|
| Policy Title: | Terms of Reference for the Recruitment Committee | Policy No: | |
| Approved by: | Council | Policy Section: | Terms of Reference |
| Date of Most Recent Approval: | January 26, 2018 | Effective Date: | January 18, 2016 |
| Supersedes/Amends Policy dated: | | Policy Review Date: | January, 2019 |
| Date of Original Approval: | January 18, 2016 | Responsible Office: | Recruitment |
| Legislative References: | Regulated Health Professions Act, 1991 (RHPA); Dental Technology Act, 1991 (Act) | | |

Purpose:

The Committee functions in accordance with the Regulated Health Professions Act (RHPA) 1991, the Dental Technologies Act 1991, and the By-laws, policies and standards of the College and any other directives as deemed necessary by the Council of the College of Dental Technologists.

Mandate:

The Recruitment Committee is responsible for:

1. Selecting an appropriate number of interview questions;
2. Conducting the interviews as applications are received; and
3. Recommending appointments and for which position(s) to the Council

Membership:

The Recruitment Committee shall be composed of 4 members:

1. at least two Elected Council Members; and
2. one Appointed Council Member; and
3. one Staff Member

Committee Records:

The Chair of the Committee shall ensure that accurate minutes of all Committee meetings are recorded, approved and maintained at the College office.

Conflict of Interest:

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and regulate the profession of Dental Technology in Ontario in the public interest. Comprehensive information regarding conflict of interest obligations is included in the By-laws.

Media Communications:

All media contact shall be channeled and coordinated through the Registrar's office. Any Committee member or any member of a working group (ad hoc committee) asked to be interviewed by media representatives, to respond to enquiries, or to comment on issues concerning the regulation of the profession or the operation of the Council or College, shall not provide any such communication and shall instead refer such requests to the Registrar's office.

Reporting:

The Committee reports to the Council at every Council meeting on activities that have been undertaken since the last report. The Committee prepares an annual report of its activities at the end of the fiscal year.

Frequency of Meetings:

The Committee shall hold at least four (4) meetings each year. Additional meetings of the Committee shall be called by the Chair as required.

Quorum:

The quorum of any Committee is three members unless otherwise provided in the Code or the By-laws or unless the Committee is composed of only three members, in which case, the quorum for such a Committee shall be two members (at least one elected member and one public member).

Terms of Appointment:

Committee members will be appointed annually by Council.

Chair Role and Responsibilities:

Chair's Role:

The overall role of the chair is to ensure that Committee members are well prepared for the meetings and the meetings proceed in an efficient and effective manner. In addition, the chair ensures Council is informed of the Committee activities and the specific program activities and statistics related to the statutory mandate.

Chair's Responsibilities

Ongoing Activities:

4. Maintain transparency, non-bias opinion and confidentiality.
5. Declare conflict of interest when appropriate and appoint an interim-chair when conflict is determined.
6. Engage in and co-present the annual Committee member orientation session with staff resources.
7. In collaboration with the designated staff resource develop a well planned agenda by: reviewing previous minutes noting action items and tabled items; and considering upcoming program activities and management of cases and actions required.

8. Write and review with the designated staff member the Committee reports for Council and the annual report.
9. Review and finalize all meeting minutes in advance of Committee member circulation.
10. Sign all records, reports, member decision letters and /or other forms related to the Committee activities.
11. Manage controversy and unethical behaviour amongst Committee members and seek support from College staff and President when needed.
12. Attend external events and meetings as mutually agreed upon with the College's Registrar and/ or President. Represent the College and the Committee in a professional and ethical manner; and communicate the College and Committee decisions in a unison voice.

During the Meetings:

13. Conduct effective meetings by applying Schedule 3 of the College By-laws "Rules of Order of the Council and its Committees".
14. Ensure all Committee members have the opportunity to actively participate in Committee discussions, decisions and motions; and manage controversy.
15. Document meeting minutes and ensure recording secretary has documented:
 - a. all main points of the meeting's discussions
 - b. action items
 - c. motions / decision made by Committee
 - d. meeting location, start and end time
16. Set future meeting dates.



| | | | |
|---------------------------------|--|---------------------|------------------|
| Policy Title: | Terms of Reference for the Registration Committee | Policy No: | |
| Approved by: | Council | Policy Section: | Governance |
| Date of Most Recent Approval: | March 23, 2018, January 26, 2018, May 27, 2017, February 17, 2017 by RC | Effective Date: | January 18, 2016 |
| Supersedes/Amends Policy dated: | | Policy Review Date: | January, 2019 |
| Date of Original Approval: | January 18, 2016 | Responsible Office: | Registration |
| Legislative References: | Regulated Health Professions Act, 1991 (RHPA); Dental Technology Act, 1991 (Act) | | |

Purpose:

The Committee functions in accordance with the Regulated Health Professions Act (RHPA) 1991, the Dental Technologies Act 1991, and the By-laws, policies and standards of the College and any other directives as deemed necessary by the Council of the College of Dental Technologists. The Registration Committee is responsible for making decisions on registration matters as well as developing and maintaining registration processes.

Mandate:

The Registration Committee is responsible for:

1. the review and assessment of all applications for registration that are referred to it by the Registrar.
2. the review of all applications that are referred back to the Committee by the Health Professions Appeal and Review Board.
3. the review and assessment of all applications for variation under s.19 of the Code.
4. the review and assessment of all remediation and upgrading submissions received from candidates requesting an additional examination attempt under the College's Examination Regulation.
5. liaising with educational institutes, as needed.
6. considering and making recommendations to Council for changes to applicable legislation, regulations, By-laws (including information in the public register), policies, programs, Rules of Procedure, standards and guidelines that fall within the scope and purpose of the Committee.

Membership:

The Registration Committee shall be composed of:

1. at least two Elected Members; and
2. at least one Public Member.

Committee Records:

The Chair of the Committee shall ensure that accurate minutes of all Committee meetings are recorded, approved and maintained at the College office.

Conflict of Interest:

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and regulate the profession of Dental Technology in Ontario in the public interest. Comprehensive information regarding conflict of interest obligations is included in the By-laws.

Media Communications:

All media contact shall be channeled and coordinated through the Registrar's office. Any Committee member or any member of a working group (ad hoc committee) asked to be interviewed by media representatives, to respond to enquiries, or to comment on issues concerning the regulation of the profession or the operation of the Council or College, shall not provide any such communication and shall instead refer such requests to the Registrar's office.

Reporting:

The Committee reports to the Council at every Council meeting on activities that have been undertaken since the last report. The Committee prepares an annual report of its activities at the end of the fiscal year.

Frequency of Meetings:

Committee meetings shall, wherever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for the Committee to conduct its business.

Quorum:

The quorum of the Committee is three members unless otherwise provided in the Code or the College's By-laws or unless the Committee is composed of only three members, in which case, the quorum for such a Committee shall be two members (at least one elected member and one public member).

Terms of Appointment:

Committee members will be appointed annually by Council.

Evaluation:

The committee terms of reference be reviewed annually and amended where necessary, for example in response to statutory, regulatory or policy amendments. Any amendments to the terms must be approved by Council.

Chair Role and Responsibilities:

Chair's Role:

The overall role of the chair is to ensure that Committee members are well prepared for the meetings and the meetings proceed in an efficient and effective manner. In addition, the chair ensures Council is informed of the Committee activities and the specific program activities and statistics related to the statutory mandate.

Chair's Responsibilities

Ongoing Activities:

1. Maintain transparency, non-bias opinion and confidentiality.
2. Declare conflict of interest when appropriate and appoint an interim-chair when conflict is determined.
3. Engage in and co-present the annual Committee member orientation session with staff resources.
4. In collaboration with the designated staff resource develop a well-planned agenda by: reviewing previous minutes noting action items and tabled items; and considering upcoming program activities and management of cases and actions required.
5. Write and review with the designated staff member the Committee reports for Council and the annual report.
6. Review and finalize all meeting minutes in advance of Committee member circulation.
7. Sign all records, reports, member decision letters and /or other forms related to the Committee activities.
8. Manage controversy and unethical behaviour amongst Committee members and seek support from College staff and President when needed.
9. Attend external events and meetings as mutually agreed upon with the College's Registrar and/ or President. Represent the College and the Committee in a professional and ethical manner; and communicate the College and Committee decisions in a unison voice.

During the Meetings:

10. Conduct effective meetings by applying Schedule 3 of the College By-laws "Rules of Order of the Council and its Committees".
11. Ensure all Committee members have the opportunity to actively participate in Committee discussions, decisions and motions; and manage controversy.
12. Document meeting minutes and ensure recording secretary has documented:
 - a. all main points of the meeting's discussions
 - b. action items
 - c. motions / decision made by Committee
 - d. meeting location, start and end time
13. Set future meeting dates.



| | | | |
|---------------------------------|--|---------------------|-------------------|
| Policy Title: | Terms of Reference for the Standard of Practice Task Force | Policy No: | |
| Approved by: | Council | Policy Section: | Governance |
| Date of Most Recent Approval: | January 26, 2018, October 27, 2016 by SOP TF | Effective Date: | January 1, 2017 |
| Supersedes/Amends Policy dated: | | Policy Review Date: | January, 2019 |
| Date of Original Approval: | December 9, 2016 by Council | Responsible Office: | Quality Assurance |
| Legislative References: | Regulated Health Professions Act, 1991 (RHPA); Dental Technology Act, 1991 (Act) | | |

Purpose:

The Standards of Practice (SOP) Task Force functions in accordance with the Regulated Health Professions Act (RHPA) 1991, the Dental Technologies Act 1991, and the By-laws, policies and standards of the College and any other directives as deemed necessary by the Council of the College of Dental Technologists. The SOP Task Force is responsible for reviewing and making recommendations to modify the current Standards of Practice document, as appropriate.

Mandate:

The Task Force is responsible for developing a work plan and timeline based on the following responsibilities:

1. Review and make recommendations to modify the Standards of Practice document based on the Regulated Health Professionals Act (RHPA) including but not limited to the following topic areas:
 - Advertising
 - Conflict of Interest
 - Ethical Conduct
 - Practice Environment/Infection Control
 - Record Keeping/Confidentiality and Privacy
 - Professional Misconduct
 - Professionalism
 - Responsibility and Accountability
 - Knowledge Application
 - Continuing Competency
 - Professional Relationships and conflict prevention
2. Provide suggested changes, edits, and research in a form specified by the CDTO, to be submitted for approval of Council.
3. Provide reports to Council and Registrar through College staff or Spokesperson.

Limitations

The SOP Task Force does not replace the authority of any other committee or group but is an ad hoc task force for the single purpose of making a recommendation to Council regarding the framework for College's Standards of Practice document.

Membership:

The Task Force's membership shall not to exceed seven (7) members and shall be composed of:

- at least one (1) Elected Professional Member
- at least one (1) Appointed Public Member
- at least one (1) RDT in good standing

Task Force Lead:

The College appoints a Task Force Lead who is responsible for reporting its activities and outcomes through the College Staff or Spokesperson to Council and Registrar. The lead does not have to be a member of the Task Force.

Task Force Records:

College staff shall ensure that accurate minutes of all Task Force meetings are recorded, approved and maintained at the College office.

Conflict of Interest:

All Task Force members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Task Force members have a duty to uphold and regulate the profession of Dental Technology in Ontario in the public interest. Comprehensive information regarding conflict of interest obligations is included in the By-laws.

Media Communications:

All media contact shall be channeled and coordinated through the Registrar's office. Any Task Force member or any member of a task force or working group (ad hoc committee) asked to be interviewed by media representatives, to respond to enquiries, or to comment on issues concerning the regulation of the profession or the operation of the Council or College, shall not provide any such communication and shall instead refer such requests to the Registrar's office.

Reporting:

The Task Force Lead, through the Registrar, College staff or Spokesperson, reports to the Council at every Council meeting on activities that have been undertaken since the last report.

Frequency of Meetings:

Task Force meetings shall, wherever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for the Task Force to conduct its business.

Quorum:

The quorum of the Committee is three members unless otherwise provided in the Code or the College's By-laws or unless the Committee is composed of only three members, in which case, the quorum for such a Committee shall be two members (at least one member of the profession and one public member).

Terms of Appointment:

The Standards of Practice Task Force term begins immediately. The term is considered complete upon presentation of its recommendations to Council and until Council determines its work is no longer required.

Lead - Role and Responsibilities:

The overall role of the lead is to ensure that Task Force members are well prepared for the meetings and the meetings proceed in an efficient and effective manner. In addition, the lead ensures Council is informed of the Task Force activities and the specific program activities and statistics related to the statutory mandate.

Task Force Lead's Responsibilities

Task Force Lead's responsibilities include:

1. Presiding over and facilitating meetings;
2. Coordinating and prioritizing task force activities;
3. Providing recommendations to the Council through Registrar or College staff for consideration.

Task Force Members:

Task Force Member's responsibilities include:

1. Attend and participate in Task Force meetings and provide input for meeting topics
2. Review, comment on, and, as necessary, vote on matters brought before the task force
3. Provide recommendations to matters discussed during the task force meetings

Appendix 2

2.0 Terms of Reference

Purpose

The Terms of Reference (ToR) define the purpose and scope of practice of each Committee of the CDTO. They describe mandates, composition and procedures on which evaluations of performance can then be based. The ToR can also be referred to in decision making, operational development, and impart a common understanding of each Committee's scope of practice among the College's Members and stakeholders.

2.1 Committee

| Policy Title: | Committee | Policy No: | 2.1 |
|-------------------------------|---|---------------------------------|--------------------|
| | | Policy Section: | Terms of Reference |
| Approved By: | | Effective Date: | |
| Date of Most Recent Approval: | | Supersedes/Amends Policy Dated: | |
| Date of Original Approval: | | Policy Review Date: | |
| Responsible Office: | Executive Committee | | |
| References: | Regulated Health Professions Act, 1991; Dental Technology Act, 1991; CDTO By-laws | | |

Introduction

To carry out the regulatory functions of the CDTO and support Council in meeting its mandate, seven (7) statutory Committees are established by Council. Council may also establish additional Committees deemed necessary for successful operation of the CDTO. Each Committee functions within the scope of the RHPA; the Act; the By-laws, policies and standards of the College; and any other directives made by Council. In general, Committees are responsible for making decisions and recommendations to Council in relation to their respective roles within the College.

Membership

Unless stated otherwise in the Code or College By-laws, every Committee of the College shall be composed of:

1. at least three (3) persons;
2. at least one (1) Elected Member; and

3. at least one (1) Public Member.

For Non-Statutory Committees, Council may appoint persons who are neither members of Council or the College unless the Code or By-laws provides otherwise. Further, unless stated otherwise in the Code or By-laws, the number of Committee members who are also Members shall, wherever possible, exceed the number of Public Members.

Panels

Panels may be selected by the Chair of relevant Committees to further their respective mandates. In accordance with the Code, panels shall be composed of:

1. at least three (3) Committee members; and
2. at least one (1) of whom shall be a Public Member

Matters discussed in relation to a hearing or panel may not be discussed by panel members outside of the hearing or deliberation with a party or representative of a party unless the other party has been notified and given the opportunity to be present.

Committee Records

The Chair of the Committee shall ensure that accurate minutes of all Committee meetings are recorded, approved, and maintained at the College office.

Reporting

Committees must report to the Council at every Council meeting, or between Council meetings if there are issues of timely importance. Committees must also prepare and present to Council an annual report of its activities at the end of each fiscal year.

Frequency of Meetings

Each Committee shall hold at least four (4) meetings each year, unless otherwise provided in the By-laws of the College or this Governance Policy Manual. Additional meetings of the Committee may be called by the Committee Chair as required.

Quorum

A quorum of any Committee is three (3) members unless otherwise provided in the Code, By-laws, or the Committee is composed of only three (3) members in which case the quorum shall be two (2) members (at least one (1) Elected Member and one (1) Public Member).

A minimum of three (3) members of a panel constitute a quorum.

Terms of Appointment

With the exception of members of the Executive Committee, who shall be elected, Committee members shall be appointed annually by Council. Subject to the By-laws of the College, Council may appoint non-Council members to any Committee.

The term of office for Committee members shall begin immediately after their appointment. The term of Committee members who are also members of Council shall continue for approximately one (1) year and the term of Committee members who are not members of Council shall continue for approximately two (2) years.

Evaluation

The Committee Chair will ensure a performance evaluation of the Committee is completed in the last quarter of each calendar year and the results of the evaluation are presented at the following Committee meeting for review and discussion. The Chair will also ensure each Committee member has completed the evaluation form and that recommendations are proposed and discussed as appropriate, should any be warranted.

2.1.1 Executive Committee

| | | | |
|-------------------------------|---|---------------------------------|--------------------|
| Policy Title: | Executive Committee | Policy No: | 2.1.1 |
| | | Policy Section: | Terms of Reference |
| Approved By: | | Effective Date: | |
| Date of Most Recent Approval: | | Supersedes/Amends Policy Dated: | |
| Date of Original Approval: | | Policy Review Date: | |
| Responsible Office: | Executive Committee | | |
| References: | Regulated Health Professions Act, 1991; Dental Technology Act, 1991; CDTO By-laws, Terms of Reference for the Executive Committee | | |

Introduction

Between Council meetings, the Executive Committee has all powers of Council with respect to any matter that requires immediate attention, other than the power to make, amend or revoke a regulation or By-law. Whenever possible, the Committee shall make recommendations to Council, rather than assuming the above authority.

Mandate

The Executive Committee supports Council in advancing the CDTOs strategic objectives. The Executive Committee is responsible for:

1. monitoring proper operation of the College in cooperation with the Registrar;
2. regularly reviewing budget, financial statements and the auditor's report on the CDTO's annual financial statements, and recommending approval by Council;
3. presenting to Council for approval slates of candidates for committee appointments;
4. if necessary for a Committee to achieve its quorum or if necessary to give effect to the provisions of the Code, appointing Council members to fill any vacancies;
5. should the office of the Registrar become vacant, appointing an Acting Registrar;
6. should the office of the Registrar become vacant, overseeing the search for and recommending a proposed Registrar to Council;
7. setting the Registrar's compensation;
8. conducting the Registrar's annual review to be presented to the Registrar by the President and Vice-President;
9. calling special meetings of Council;

10. initiating and holding an inquiry should there be reasonable grounds to doubt or dispute the validity of the election of any member of Council;
11. investigating complaints against members of Council or Committee members;
12. monitoring the Committee's performance;
13. ensuring appropriate evaluation procedures have taken place during the self-evaluation of all Committees; and
14. regularly reviewing, considering and making recommendations to Council for changes to applicable legislation, regulations, By-laws, policies, strategic goals, programs, Rules of Procedure, standards and guidelines that fall within the scope and purpose of the Committee.

Membership

The Executive Committee shall be composed of:

1. three (3) Elected Members;
2. two (2) Public Members; and
3. the President and Vice-President of CDTO

Chair Role & Responsibilities

The President shall serve as the Chair of the Executive Committee. In addition to the role and responsibilities of a Committee Chairperson described in policy 3.2 of this Governance Manual, the Chair of the Executive Committee shall provide leadership to the Committee and Council as a whole.

2.1.2 Discipline Committee

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|-------------------------------|--|---------------------------------|--------------------|
| Policy Title: | Discipline Committee | Policy No: | 2.1.2 |
| | | Policy Section: | Terms of Reference |
| Approved By: | | Effective Date: | |
| Date of Most Recent Approval: | | Supersedes/Amends Policy Dated: | |
| Date of Original Approval: | | Policy Review Date: | |
| Responsible Office: | Discipline Committee | | |
| References: | Regulated Health Professions Act, 1991; Dental Technology Act, 1991; CDTO By-laws; Terms of Reference for the Discipline Committee | | |

Introduction

The Discipline Committee holds hearings into allegations of professional misconduct and/or incompetence.

Mandate

The Discipline Committee is responsible for:

1. conducting hearings in a fair and efficient manner and providing reasonable and fair dispositions of all matters before it; and
2. considering and making recommendations to Council for changes to applicable legislation, regulations, By-laws, policies, programs, Rules of Procedure, standards and guidelines that fall within the scope and purpose of the Committee.

Membership

Every member of Council shall be a member of the Discipline Committee.

Panels

Panels may be selected by the Chair of the Discipline Committee to consider alleged Member incapacity, professional misconduct and incompetence referred to it by the Inquiries, Complaints, and Reports Committee, or by the Registrar

Reporting

Reports to Council, provided at each Council meeting, must include the number of and types of matters dealt with, the general disposition of those matters, and activities relating to changes to applicable legislation and policy.

Chair Role & Responsibilities

In addition to the role and responsibilities of a Committee Chairperson described in policy 3.2, the Chair of the Discipline Committee shall:

1. assign a pre-hearing conference chair, specific to each pre-hearing conference; and
2. assign Discipline hearing panel members, specific to each Discipline hearing.

2.1.3 Examinations Committee

| | | | |
|-------------------------------|--|---------------------------------|--------------------|
| Policy Title: | Examinations Committee | Policy No: | 2.1.3 |
| | | Policy Section: | Terms of Reference |
| Approved By: | | Effective Date: | |
| Date of Most Recent Approval: | | Supersedes/Amends Policy Dated: | |
| Date of Original Approval: | | Policy Review Date: | |
| Responsible Office: | Examinations Committee | | |
| References: | Regulated Health Professions Act, 1991; Dental Technology Act, 1991; CDTO By-laws; Terms of Reference for the Examinations Committee | | |

Introduction

The Examinations Committee is responsible for developing, approving and administering fair and consistent registration examinations. The examinations are to provide a reliable and valid measure of a candidate’s competency in knowledge, skills and ability for the practice of dental technology in Ontario.

Mandate

The Examinations Committee is responsible for:

1. approving the examinations for registration;
2. overseeing the “Examination Task Force” and the “Written Examination Task Force;”
3. ensuring that the examinations are fair and consistent and assess agreed upon standards of knowledge, skills and competencies;
4. ensuring the reliability and validity of examinations for registration;
5. making recommendations to Council on any changes to the content and structure of examinations for registration;
6. reviewing and maintaining policies and procedures related to examinations;
7. determining the eligibility of examination applicants referred by the Registrar where there are doubts, on reasonable grounds, about whether the applicant fulfils the examination application requirements;
8. ensuring that examination appeals are handled in a timely manner and that appeal policies and procedures are transparent, fair and consistently applied; through a panel selected by the Chair; and

9. considering and making recommendations to Council for changes to applicable legislation, regulations, By-laws, policies, program, Rules of Procedure, standards and guidelines that fall within the scope and purpose of the Committee.

Limitations

Nothing in these ToR shall permit the Examinations Committee or a panel of the Examinations Committee to intervene in decisions of examiners with regard to any matter of academic or clinical skill and judgment.

Membership

The Examination Committee shall be composed of:

1. at least two (2) Members (at least one of whom must be an Elected Member); and
2. at least one (1) Public Member

Conflict of Interest

A member of the Examinations Committee may not be a member of the CDTO's Registration Committee or a teacher/instructor/professor in a dental technology program. Any conflict will be dealt with in accordance with article 16.07 of the College By-laws.

Frequency of Meetings

Committee meetings shall, wherever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for the Committee to conduct its business.

2.1.4 Fitness to Practice Committee

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|-------------------------------|---|---------------------------------|--------------------|
| Policy Title: | Fitness to Practice Committee | Policy No: | 2.1.4 |
| | | Policy Section: | Terms of Reference |
| Approved By: | | Effective Date: | |
| Date of Most Recent Approval: | | Supersedes/Amends Policy Dated: | |
| Date of Original Approval: | | Policy Review Date: | |
| Responsible Office: | Fitness to Practice Committee | | |
| References: | Regulated Health Professions Act, 1991; Dental Technology Act, 1991; CDTO By-laws; Terms of Reference for the Fitness to Practice Committee | | |

Introduction

The Fitness to Practice Committee determines whether a dental technologist has a physical or mental condition or disorder that affects, or could affect, their practice.

Mandate

The Fitness to Practice Committee is responsible for:

1. conducting hearings to determine whether a Member is incapacitated. These hearings are generally closed to the public unless the Member requests to have it open to the public;
2. determining whether a dental technologist is suffering from a physical or mental condition or disorder that is affecting, or could affect their Practice;
3. having a Member's certificate potentially revoked or suspended, or having specific terms and limitations attached to it for a given length of time, if a dental technologist is found to be incapacitated; and
4. considering and making recommendations to Council for changes to applicable legislation, regulations, By-laws, policies, programs, Rules of Procedure, standards and guidelines that fall within the scope and purpose of the Committee.

Membership

Every member of Council shall be a member of the Fitness to Practice Committee.

Panels

Panels may be selected by the Chair of the Fitness to Practice Committee to consider whether a Member is incapacitated.

Frequency of Meetings

The Fitness to Practice Committee shall meet only as required.

Chair Role & Responsibilities

In addition to the role and responsibilities of a Committee Chairperson described in policy 3.2 of this manual, the Chair of the Fitness to Practice Committee shall:

1. coordinate with staff resources to facilitate prior learning assessments and recognition process; and
2. ensure that registration practices are fair and consistent and delivered in a timely manner.

2.1.5 Inquiries, Complaints and Reports Committee

| | | | |
|-------------------------------|---|---------------------------------|--------------------|
| Policy Title: | Inquiries, Complaints and Reports Committee | Policy No: | 2.1.5 |
| | | Policy Section: | Terms of Reference |
| Approved By: | | Effective Date: | |
| Date of Most Recent Approval: | | Supersedes/Amends Policy Dated: | |
| Date of Original Approval: | | Policy Review Date: | |
| Responsible Office: | Inquiry, Complaints and Reports Committee | | |
| References: | Regulated Health Professions Act, 1991; Dental Technology Act, 1991; CDTO By-laws; Terms of Reference for the Inquiry, Complaints and Reports Committee | | |

Introduction

The Inquiries, Complaints, and Reports Committee investigates complaints and considers reports about dental technologists.

Mandate

The Inquiries, Complaints, and Reports Committee is responsible for:

1. Through panels selected by the Chair:
 - a. investigating complaints, considering Registrar's Reports, and conducting inquiries into alleged Member incapacity, professional misconduct and incompetence.
 - b. requesting or approving the appointment of investigators.
 - c. considering reports of unauthorized practice by non-Members.
 - d. making fair and reasonable dispositions of all matters brought before it.
2. considering resolutions of complaints that have been brought before it through an alternative dispute resolution process; and
3. considering and making recommendations to Council for changes to applicable legislation, regulations, By-laws, policies, programs, Rules of Procedure, standards and guidelines that fall within the scope and purpose of the Committee.

Membership

The Inquiries, Complaints, and Reports Committee shall be composed of:

1. at least two (2) Elected Members;

2. at least one (1) Public Member; and
3. at least one (1) Member who is not a member of Council.

**Note: members of the Inquiries, Complaints, and Reports Committee shall not be members of the Discipline Committee*

Panels

Panels may be selected by the Chair of the Inquiries, Complaints, and Reports Committee to investigate complaints, consider Registrar's Reports, and conduct inquiries into alleged Member incapacity, professional misconduct, and/or incompetence.

Reporting

Reports to Council, provided at each Council meeting, must include the number of and types of matters dealt with, the general disposition of those matters, and activities relating to changes to applicable legislation and policy.

Chair Role & Responsibilities

In addition to the role and responsibilities of a Committee Chairperson described in policy 3.2, the Chair of the Inquiries, Complaints, and Reports Committee shall:

1. at the beginning of each year, work with designated staff resource to appoint Committee members to a panel; and
2. review incoming complaints and inquiries with designated staff resource and assign matters to be investigated by panel.

2.1.6 Patient Relations Committee

| | | | |
|-------------------------------|---|---------------------------------|--------------------|
| Policy Title: | Patient Relations Committee | Policy No: | 2.1.6 |
| | | Policy Section: | Terms of Reference |
| Approved By: | | Effective Date: | |
| Date of Most Recent Approval: | | Supersedes/Amends Policy Dated: | |
| Date of Original Approval: | | Policy Review Date: | |
| Responsible Office: | Patient Relations Committee | | |
| References: | Regulated Health Professions Act, 1991; Dental Technology Act, 1991; CDTO By-laws; Terms of Reference for the Patient Relations Committee | | |

Introduction

The Patient Relations Committee advises Council on matters related to abuse prevention.

Mandate

The Patient Relations Committee is responsible for:

- I. advising Council with respect to the following:
 - a. promotion and enhancement of relations between the College and the public.
 - b. promotion and enhancement of relations between the College and its Members.
 - c. promotion and enhancement of relations between the College and its future Members.
 - d. promotion and enhancement relations between the College, its Members, other health profession colleges, key stakeholders and the public.
2. developing and recommending to Council a Member Awareness program that includes:
 - a. documentation regarding the regulatory requirements of the profession and how regulation contributes to public protection.
 - b. standards and programs for Members that support changes in technology/ practice environment.
 - c. measures to enhance relations with their patient/ public and information on what it means to be a professional.
 - d. an awareness among Members of what constitutes both professional conduct and misconduct (e.g., standards of practice, consent and confidentiality).
 - e. measures for preventing and dealing with sexual abuse of patients by providing education and guidelines for Members aimed at increasing awareness of the

boundaries that must exist between Members and patients (i.e., zero tolerance for sexual abuse).

3. developing and recommending to Council a Public Awareness program that includes:
 - a. activities that increase public awareness of the role of the regulatory College and how to participate in College processes and programs.
 - b. information about the technical and regulatory requirements of the profession (e.g. Entry to Practice requirements, Quality Assurance program).
 - c. activities that raise the public's awareness of the process for complaints, discipline and fitness to practice matters.
4. developing and recommending to Council a Public Protection program that includes:
 - a. measures for preventing and dealing with sexual abuse of patients through the provision of information to the public.
 - b. developing a program to provide funding for therapy and counseling for persons who, while patients, were sexually abused by Members of the College. Once approved by Council this program will, according to statute be administered and evaluated by the Patient Relations Committee.
5. in discharging its public and Member Awareness responsibilities to:
 - a. be responsible for reviewing the official publications of the College, namely: the official quarterly newsletter (The Advisor), the College web site, and other official publications the Council may decide to publish from time to time.
 - b. be responsible for initiating and recommending to Council on matters relating to the promotion of the College's image, development of public education and communications programs.
6. considering and making recommendations to Council for changes to applicable legislation, regulations, By-laws, policies, programs, Rules of Procedure, standards and guidelines that fall within the scope and purpose of the Committee.

Membership

The Patient Relations Committee shall be composed of:

1. at least one (1) Elected Member; and
2. at least two (2) Public Members.

2.1.7 Quality Assurance Committee

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|-------------------------------|---|---------------------------------|--------------------|
| Policy Title: | Quality Assurance Committee | Policy No: | 2.1.7 |
| | | Policy Section: | Terms of Reference |
| Approved By: | | Effective Date: | |
| Date of Most Recent Approval: | | Supersedes/Amends Policy Dated: | |
| Date of Original Approval: | | Policy Review Date: | |
| Responsible Office: | Quality Assurance Committee | | |
| References: | Regulated Health Professions Act, 1991; Dental Technology Act, 1991; CDTO By-laws; Terms of Reference for the Quality Assurance Committee | | |

Introduction

The Quality Assurance Committee is responsible for ensuring Members provide quality service to the public by practicing according to current and future practice standards and guidelines, and continually upgrading their skills, knowledge and judgement.

Mandate

The Quality Assurance Committee is responsible for:

1. developing and implementing an approved QA Program (QAP) that promotes continuing competence of dental technologists;
2. monitoring the participation and compliance of Members in the approved QAP;
3. implementing the process for non-compliant cases as outlined in the QAP;
4. continually evaluating the QAP which encourages the continuous quality improvement of Members; and
5. considering and making recommendations to Council for changes to applicable legislation, regulations, By-laws, policies, programs, Rules of Procedure, standards and guidelines that fall within the scope and purpose of the Committee.

Membership

The Quality Assurance Committee shall be composed of:

1. at least one (1) Elected Member;
2. at least one (1) Public Member; and
3. at least one (1) Member who is not a member of Council.

2.1.8 Recruitment Committee

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|-------------------------------|---|---------------------------------|--------------------|
| Policy Title: | Recruitment Committee | Policy No: | 2.1.8 |
| | | Policy Section: | Terms of Reference |
| Approved By: | | Effective Date: | |
| Date of Most Recent Approval: | | Supersedes/Amends Policy Dated: | |
| Date of Original Approval: | | Policy Review Date: | |
| Responsible Office: | Recruitment Committee | | |
| References: | Regulated Health Professions Act, 1991; Dental Technology Act, 1991; CDTO By-laws; Terms of Reference for the Recruitment Committee | | |

Introduction

The Recruitment Committee is responsible for coordinating the recruitment process for Council and Committees from the Members of the College.

Mandate

The Recruitment Committee is responsible for:

1. selecting an appropriate number of interview questions;
2. conducting interviews as applications are received; and
3. recommending appointments and for which position(s) to the Council.

Membership

The Recruitment Committee is composed of four (4) members:

1. at least two (2) Elected Members;
2. one (1) Appointed Council Member; and
3. one (1) staff member.

2.1.9 Registration Committee

| | | | |
|-------------------------------|--|---------------------------------|--------------------|
| Policy Title: | Registration Committee | Policy No: | 2.1.9 |
| | | Policy Section: | Terms of Reference |
| Approved By: | | Effective Date: | |
| Date of Most Recent Approval: | | Supersedes/Amends Policy Dated: | |
| Date of Original Approval: | | Policy Review Date: | |
| Responsible Office: | Registration Committee | | |
| References: | Regulated Health Professions Act, 1991; Dental Technology Act, 1991; CDTO By-laws; Terms of Reference for the Registration Committee | | |

Introduction

The Registration Committee is responsible for making decisions on registration matters as well as developing and maintaining registration processes.

Mandate

The Registration Committee is responsible for:

1. the review and assessment of all applications for registration that are referred to it by the Registrar;
2. the review of all applications that are referred back to the Committee by the Health Professions Appeal and Review Board;
3. the review and assessment of all applications for variation under s.19 of the Code;
4. the review and assessment of all remediation and upgrading submissions received from candidates requesting an additional examination attempt under the College's Examination Regulation;
5. liaising with educational institutes, as needed; and
6. considering and making recommendations to Council for changes to applicable legislation, regulations, By-laws (including information in the public register), policies, programs, Rules of Procedure, standards and guidelines that fall within the scope and purpose of the Committee.

Membership

The Registration Committee shall be composed of:

1. at least two (2) Elected Members; and

2. at least one (1) Public Member.

Panels

Panels may be established by the Chair of the Registration Committee to consider applications referred to the Committee and proposed limitations and conditions to certificates of registration.

3.0 Roles & Responsibilities

Purpose

The roles & responsibilities define the purpose and scope of practice for various members of the CDTO. They describe the mandates, guiding principles, and specific activities on which evaluations of performance can then be based. The roles & responsibilities can also be referred to in decision making, professional and operational development, and divulging a common understanding of what each role entails among the College, its Members, and its stakeholders.

3.1 Council, Council Members and Officers

| | | | |
|-------------------------------|---|---------------------------------|--------------------------|
| Policy Title: | Council, Council Members and Officers | Policy No: | 3.1 |
| | | Policy Section: | Roles & Responsibilities |
| Approved By: | | Effective Date: | |
| Date of Most Recent Approval: | | Supersedes/Amends Policy Dated: | |
| Date of Original Approval: | | Policy Review Date: | |
| Responsible Office: | Executive Committee | | |
| References: | Regulated Health Professions Act, 1991; Dental Technology Act, 1991; CDTO By-laws | | |

Introduction

The Council of the CDTO acts in accordance with the RHPA; the Act; and the By-laws, policies, and standards of the College. Council is the Board of Directors of the College and is the governing body for registered dental technologists in the province.

Mandate

Council is responsible for:

1. ensuring public protection is held paramount in all College activities;
2. determining and implementing regulations, By-laws, policies, and standards to further the objects and administrative and internal affairs of the College; and
3. shaping the strategic direction of the College.

Membership

The Council shall be composed of:

1. at least twelve (12) and no more than thirteen (13) persons;
2. seven (7) Elected Members; and
3. at least five (5) and no more than six (6) Public Members.

Council Records

The Registrar shall ensure that accurate meeting minutes of all Council meetings are recorded, approved, and maintained at the College office.

Reporting

The Council must prepare and provide an annual report describing its operational and financial activities to the Minister each fiscal year. The Council must also publish its annual report on the College website each fiscal year.

Frequency of Meetings

The Council shall meet at least three (3) times annually. The time, location, date, and agenda items of Council Meetings must be made available on the College website at least two (2) weeks prior to the meeting, along with relevant information, documentation, and an address and telephone number at which further information can be obtained. Meetings shall be conducted in a manner that allows simultaneous and instantaneous communication between participants.

Quorum

A quorum for a Council meeting or motion before the Council is a simple majority, unless otherwise provided for under the Act, the RHPA, or By-laws and policies of the College.

Terms of Appointment

Elected Members serve for a term of three (3) years and may not serve for more than nine (9) consecutive years on Council. Following a term of nine (9) consecutive years, an Elected Member is not eligible for election for twelve (12) consecutive months from the termination of their office.

Role & Responsibilities

Council and Council members shall:

Guiding Principles:

1. govern in an ethical and transparent manner that is reflective of the CDTO's vision, mission, and values;

2. function in accordance with the RHPA; the Act; and the By-laws, policies, and standards adopted by the College, ensuring that all legislated responsibilities of the College are fulfilled;
3. develop and maintain a directional strategy that is mindful of the College's objects and long-term impacts of policies and decisions;
4. promote continued excellence through consistent development and evaluation of the College's objectives and the efforts of Council, Committees, and staff to achieve them;
5. empower staff to be leaders and develop the skills necessary to effectively and efficiently carry out their roles within the College, Council, and Committees; and
6. enhance relationships between the College, Members, stakeholders, and the public to instill continued confidence and trust in the College.

Council Responsibilities:

1. approve an annual operating and capital budget that reflects the strategic priorities of the College each fiscal year;
2. appoint a Canadian chartered bank for the use of the College and a College auditor;
3. annually elect a President, Vice-President and other necessary Officer positions in accordance with the College By-laws and policy 6.2 'Officer Election' of this manual;
4. appoint a Registrar and participate in an annual review of their performance in accordance with College By-laws and policy 7.1 'Performance Evaluation for the Registrar' of this manual;
5. elect a Council member to serve as Chair of Council in the absence of the President and Vice-President;
6. elect a new Vice-President to hold office for the remainder of the term in the event the position becomes vacant;
7. establish and appoint members to statutory Committees required by the Code and any addition Committees deemed necessary to further the College mandate;
8. review the performance evaluation and resulting recommendations for each Committee annually, providing feedback as needed;
9. review and respond to all motions set before it with due diligence and in a manner that serves and protects the public interest;
10. develop, implement, and evaluate governance policies, regulations, By-laws, and standards to further the College objects;
11. perform an annual self-evaluation to promote good governance practices and discuss opportunities for improved effectiveness; and
12. submit an annual report to the Minister, describing the preceding years financial and operational activities.

Council Member Responsibilities:

1. adhere to Schedules 2 & 3 of the College By-laws, the 'Rules of Order of the Council' and the 'Code of Conduct for Council and Committee Members;'
2. become familiar with the regulatory framework of the College and comply to the RHPA, the Act, and the By-laws, policies, and standards of the College;
3. uphold the values of integrity, respect and consideration, transparency and openness, communication, and accountability in all activities completed in association with the College;
4. maintain an awareness of current and potential issues facing the CDTO and Council;
5. serve with respect on Council and Committees, participating to the fullest ability and with due diligence in meetings;
6. present a united front regarding decisions made by Council and Committees, despite personal or prior disagreement;
7. annually complete a self-evaluation to identify areas for improvement and opportunities for professional growth;
8. complete an evaluation of each Council meeting at the end of each meeting;
9. refrain from citing titles of positions held within the College in any personal or business dealings; and
10. declare all potential, perceived, and actual conflicts of interest.

3.2 President

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|-------------------------------|---|---------------------------------|--------------------------|
| Policy Title: | President | Policy No: | 3.2 |
| | | Policy Section: | Roles & Responsibilities |
| Approved By: | | Effective Date: | |
| Date of Most Recent Approval: | | Supersedes/Amends Policy Dated: | |
| Date of Original Approval: | | Policy Review Date: | |
| Responsible Office: | Executive Committee | | |
| References: | Regulated Health Professions Act, 1991; Dental Technology Act, 1991; CDTO By-laws | | |

Appointment

During the first (1st) Council meeting following the election of Elected Members, the President is selected by secret ballot from among eligible members of Council. The election shall follow the procedure described in the College By-laws and policy 6.2 ‘Officer Election’ of this manual.

The President presides in their role from immediately after their election to the following year’s election for College Officers. Prior to this point, the President may be removed from their office by a resolution adopted by at least two-thirds (2/3) of Council members, in accordance with article 6.03 of the College By-laws.

Role

The President maintains a leadership role within the College and exemplifies the values and code of conduct of the CDTO. As Chair of Council and the Executive Committee, the President guides the achievement of the Council mandate and strategic goals. The President ensures that the objects of the College are being met in accordance with the RHPA; the Act; and the By-laws, policies and standards of the College. The President is accountable to Council should they not fulfil the terms of their role with integrity and due diligence.

Responsibilities

The President shall:

1. preside as Chair at all Council meetings or designate a Council member (or non-Council member with Council approval) as Chair for all or part of a meeting, as required;
2. serve as the Chair and member of the Executive Committee;

3. through discussion with the Registrar and Vice-President: approve or restrict the investment or reinvestment of College funds and purchase or leasing of goods and services in accordance with College By-laws, as needed;
4. convene a special meeting of the Council at their discretion, the request of any seven (7) Council members, or the request from the Executive Committee regarding the removal of a Council or Committee member;
5. bring allegations regarding the infringement of duties by a Council or Committee member received through the Registrar before the Executive Committee to discuss further action;
6. serve as Spokesperson of the College and communicate with the media, as appropriate;
7. consult with the Registrar to review invitations for speaking engagements and determine the appropriate representation to address the topic;
8. ensure that the performance evaluation for each Committee and is scheduled in the last quarter of each calendar year;
9. ensure that the performance evaluation of the Council is scheduled for the last Council meeting of each year and that evaluations are consolidated and presented at the subsequent Council meeting for discussion;
10. ensure that each Council member has completed a meeting evaluation at the end of each Council meeting and an annual self-evaluation;
11. in regards to the annual performance review of the Registrar conducted by the Executive Committee:
 - a. with the Vice-President, present the review to the Registrar.
 - b. report the Council's decision regarding the Executive Committees recommended performance assessment of the Registrar, to the Registrar.
 - c. document, sign, and date the Registrars annual goals and performance review.
12. consult with a Council or Committee member if they believe that they may have a conflict of interest in any matter under deliberation or action relevant to their role.

3.3 Vice-President

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|-------------------------------|---|---------------------------------|--------------------------|
| Policy Title: | Vice-President | Policy No: | 3.3 |
| | | Policy Section: | Roles & Responsibilities |
| Approved By: | | Effective Date: | |
| Date of Most Recent Approval: | | Supersedes/Amends Policy Dated: | |
| Date of Original Approval: | | Policy Review Date: | |
| Responsible Office: | Executive Committee | | |
| References: | Regulated Health Professions Act, 1991; Dental Technology Act, 1991; CDTO By-laws | | |

Appointment

During the first (1st) Council meeting following the election of Elected Members, the Vice-President is selected by secret ballot from among eligible members of Council following the selection of the President. The election shall follow the procedure described in the College By-laws and policy 6.2 'Officer Election' of this manual.

The Vice-President presides in their role for approximately one year, from their election to the following years election. Prior to this point, the Vice-President may be removed from their office by a resolution adopted by at least two-thirds (2/3) of Council members, in accordance with article 6.03 of the College By-laws.

Role

An esteemed member of Council and the CDTO, the Vice-President embodies the values of the College and collaborates with the President to provide leadership and guide the Council in achieving their mandate. In the absence of the President, the Vice-President assumes their duties and presides in this role to their highest ability. The Vice-President is accountable to Council should they not fulfil the terms of their role with integrity and due diligence.

Responsibilities

The Vice-President shall:

1. assume the role and responsibilities of the President should their office become vacant for any reason;
2. perform the duties of the President should the President be unable to perform those duties;

3. serve on the Executive Committee;
4. through discussion with the Registrar and President: approve or restrict the investment or reinvestment of College funds and purchase or leasing of goods and services in accordance with College By-laws, as needed; and
5. bring allegations regarding the infringement of duties by a Council or Committee member received through the Registrar before the Executive Committee to discuss further action.

3.4 Committee Chairperson

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|-------------------------------|---|---------------------------------|--------------------------|
| Policy Title: | Committee Chairperson | Policy No: | 3.4 |
| | | Policy Section: | Roles & Responsibilities |
| Approved By: | | Effective Date: | |
| Date of Most Recent Approval: | | Supersedes/Amends Policy Dated: | |
| Date of Original Approval: | | Policy Review Date: | |
| Responsible Office: | Executive Committee | | |
| References: | Regulated Health Professions Act, 1991; Dental Technology Act, 1991; CDTO By-laws; Terms of Reference for the Executive Committee | | |

Appointment

The Chair of each Committee shall be a member of Council and be selected by members of the Committee. Failing this, the Committee Chair may be selected by Council. Should the chosen Chair be unable to preside at a meeting, Committee members may select from amongst the Committee, a replacement Chair for that meeting. Non-Statutory Committees may be chaired by a non-Council Committee Member.

Role

The Committee Chair ensures Committee members are well prepared for meetings, hearings, and/or deliberations and that these proceed in an efficient and effective manner. In addition, the Chair ensures Council is updated on relevant Committee activities at each Council meeting.

Responsibilities

The Chairperson of a Committee shall:

Ongoing Activities:

1. maintain transparency, non-biased opinion and confidentiality;
2. declare conflicts of interest when appropriate and appoint an interim-chair when conflict is determined;
3. engage in and co-present the annual Committee member orientation session with staff resources in collaboration with the designated staff resource;
4. develop a well-planned agenda by: reviewing previous minutes noting action items and tabled items; and considering upcoming program activities and management of cases and actions required;

5. vote on motions before the committee;
6. write and review with the designated staff member the Committee reports for Council and the annual report;
7. review and finalize all meeting minutes in advance of Committee member circulation;
8. sign all records, reports, member decision letters and /or other forms related to the Committee activities;
9. select members of the Committee to form a Panel to conduct the Committee's activities;
10. ensure that the Committee performance evaluation is completed in the last quarter of each calendar year and that the results and recommendations of the evaluation are presented at the next Committee meeting for review and discusses, as needed;
11. ensure that each Committee member has completed an evaluation form for the annual Committee performance review;
12. manage controversy and unethical behaviour amongst Committee members and seek support from College staff and President when needed; and
13. attend external events and meetings as mutually agreed upon with the College's Registrar and/ or President. Represent the College and the Committee in a professional and ethical manner; and communicate the College and Committee decisions in a unison voice.

During Meetings:

1. conduct effective meetings by applying the Schedules 2 & 3 of the College By-laws: the 'Rules of Order of the Council' and the 'Code of Conduct for Council and Committee Members;'
2. ensure all Committee members have the opportunity to actively participate in Committee discussions, decisions and motions, and manage controversy;
3. document meeting minutes and ensure the recording secretary has documented:
 - a. all main points of the meeting's discussions
 - b. action items
 - c. motions/decision made by Committee
 - d. meeting location, start, and end time
4. set future meeting dates.

3.5 Registrar

| | | | |
|-------------------------------|---|---------------------------------|--------------------------|
| Policy Title: | Registrar | Policy No: | 3.5 |
| | | Policy Section: | Roles & Responsibilities |
| Approved By: | | Effective Date: | |
| Date of Most Recent Approval: | | Supersedes/Amends Policy Dated: | |
| Date of Original Approval: | | Policy Review Date: | |
| Responsible Office: | Executive Committee | | |
| References: | Regulated Health Professions Act, 1991; Dental Technology Act, 1991; CDTO By-laws | | |

Appointment

The Registrar shall be appointed by Council.

Role

The Registrar serves as the chief executive officer of the College and, with the support of staff, manages and makes decisions related to the CDTOs day-to-day operations in pursuit of its mandate. Accountable to Council and the Ministry of Health and Long-Term Care, the Registrar’s primary duties involve executing the Council’s vision and leading the implementation of approved policies and standards. The Registrar represents the College to its stakeholders and so must hold the values that define the CDTO paramount in all of their actions.

Responsibilities

The Registrar shall:

Guiding Principles:

1. lead the College in upholding its legislated mandate under the RHPA, the Act, and the By-laws, policies and standards of the CDTO;
2. collaborate with the President and utilize the support of Council, Committees, and College staff to develop and promote the achievement of College objects and priorities through identifying and implementing new policies and strategic projects;
3. preserve a collaborative, transparent, supportive, and effective work environment;
4. develop annual personal and organizational goals in collaboration with the Executive Committee and submit to an annual performance review conducted by the Committee;

5. continuously develop and strengthen relationships between stakeholders and work to instill confidence in the College; and
6. proactively strategize to strengthen the College's response to emerging challenges.

Specific Responsibilities:

1. Executive Leadership and Planning

- a. fulfil the duties of the Registrar and Chief Executive Officer of the College as set out by the RHPA, the Act, the By-laws and policies of the College, and as assigned by Council;
- b. work with Council and College leadership to develop and plan the achievement of short-, intermediate-, and long-term goals;
- c. supervise and administer the election of Officers;
- d. preside over a resolution, in the case that such a resolution is presented, regarding the removal of the President or Vice-President from their office and ensure that all ballots are destroyed following the vote; and
- e. ensure a performance evaluation of Council is completed and tabled annually and that discussion surrounding the results are productive and achieve the key principles of the evaluation.

2. Operational Duties and Resource Management

- a. Manage human resources as needed to ensure the College is positioned to effectively and efficiently meet its goals;
- b. determine the form of certificates of registration and other College documentation and sign summons or notices on behalf of the CDTO or any Committee, unless otherwise provide by law;
- c. manage the use of the College bank;
- d. sign all exchanges, expenses, or payments of amounts in accordance with the By-laws of the College and policy 5.2 'Signing Officers' of this manual;
- e. through discussion with the President and Vice-President: approve or restrict the investment or reinvestment of College funds and purchase or leasing of goods and services in accordance with College By-laws;
- f. with the approval of two-thirds (2/3) of Council, manage the borrowing and giving of security in accordance with College By-laws;
- g. give notice of every appointment and re-appointment of an auditor(s) to the auditor(s) in a timely fashion and notify them of every Council meeting, allowing the auditor(s) sufficient time to arrange for representation at such meeting;
- h. notify Council members of upcoming meetings, including date, time, place, and matters to be discussed at least two (2) weeks prior to each regular meeting and five (5) days prior to a special meeting;
- i. ensure accurate minutes of all Council meetings are recorded, approved, and maintained at the College office;

- j. report any complaints received against a Council or Committee member to the President or Vice-President;
 - k. collect a declaration form citing the absence or presence of any conflict of interest relating to a position in another Professional Association or organization from each Council and Committee member upon election and annually upon request;
 - l. consult with a Council or Committee member if they believe that they may have a conflict of interest in any matter under deliberation or action relevant to their role;
 - m. send to each Member a notice stating that the annual registration fees are due, the amount of the fee, and a request for information required under the regulations and College By-laws
 - n. make decisions and provide input regarding information entered, removed, and withheld from the Public, in the College register of Members, as provided in article 21 in College By-laws and the Code.
3. Stakeholder and Public Relations
- a. proactively engage with stakeholders and the public to garner positive awareness of the CDTO;
 - b. act as the College spokesperson or if unable to fulfil this role, request a Council member, College employee, or consultant to perform this role, as appropriate;
 - c. communicate with the media regarding the regulation of dental technologists in Ontario and the operations of the College, or authorize a Council or Committee member to do so;
 - d. consult with the President to review invitations for speaking engagements and determine the appropriate representation to address the topic; and
 - e. review or designate a person to review all presentation material to ensure consistency with College policies and position.



ACCESS TO DENTAL TECHNOLOGY SECOND STAKEHOLDER MEETING

Monday January 20, 2020

The dental technology profession is facing a critical shortage

- Aging workforce
- Insufficient graduates becoming registered members
- There are fewer than 2,000 registered dental technologists in Canada; estimated 33,000 dental laboratory unregulated workers
- Increasing demand for restorative and more complex dental work because of aging population

What we are doing about it?

- ✓ **ESDC funding**
\$715,000
- ✓ **34 months to complete Pan-Canadian project—Oct/20**
- ✓ **Collaborative approach with an emphasis on results**
- ✓ **Harmonize processes**
- ✓ **Engage, engage, engage**

Objectives

- Ensure IEDTP preparedness for registration through the creation of practical pre-arrival self-assessment tools
- Enable fair and consistent assessments of both domestic and internationally educated professionals based on the same national entry-to-practice competencies
- Strengthen the relationship between regulators and educators (i.e., schools) to advance the foreign credential recognition agenda for the benefit of IEDTPs, the dental technology profession, and the Canadian public
- A comprehensive, centralized, and accessible bilingual national website which will provide a central point of contact for IEDTPs

- ❖ National commitment to harmonized processes
- ❖ Environmental scans
- ❖ Educator engagement

2018



- ❖ National essential competencies
- ❖ Registration Pathway



- ❖ Education Benchmark
- ❖ Uniform Credential Assessment
 - ❖ Authentication
 - ❖ PSCA

- ❖ Competence Assessment Development (examinations)
- ❖ Online Orientation & Self-Assessment Tools

Late
2019

Mid
2019

- ❖ Applicant Engagement
- ❖ Competency Assessment framework (Master Blueprint and formats)
- ❖ Limited CADTR website launch
- ❖ Two Virtual Townhalls held

- ❖ Examination Administration
- ❖ Examination Standard Setting
- ❖ PLAR
- ❖ Policy Development

Mid
2020

Early
2020



- ❖ Piloting Assessments
- ❖ Full CADTR Website & Information Resources
- ❖ Business Plan
- ❖ Applicant Portal



Who will benefit?

APPLICANTS

Better prepared with knowledge about the profession, process and required documentation. Increased employment opportunities

EDUCATORS

More consistency in how Canadian- and internationally-trained applicants are assessed. Opportunities for collaboration

EMPLOYERS

Skilled workforce with enhanced leadership potential. Increased public safety profile of the profession

PUBLIC

Access to qualified, skilled professionals available to meet increased service needs and greater assurance of public protection

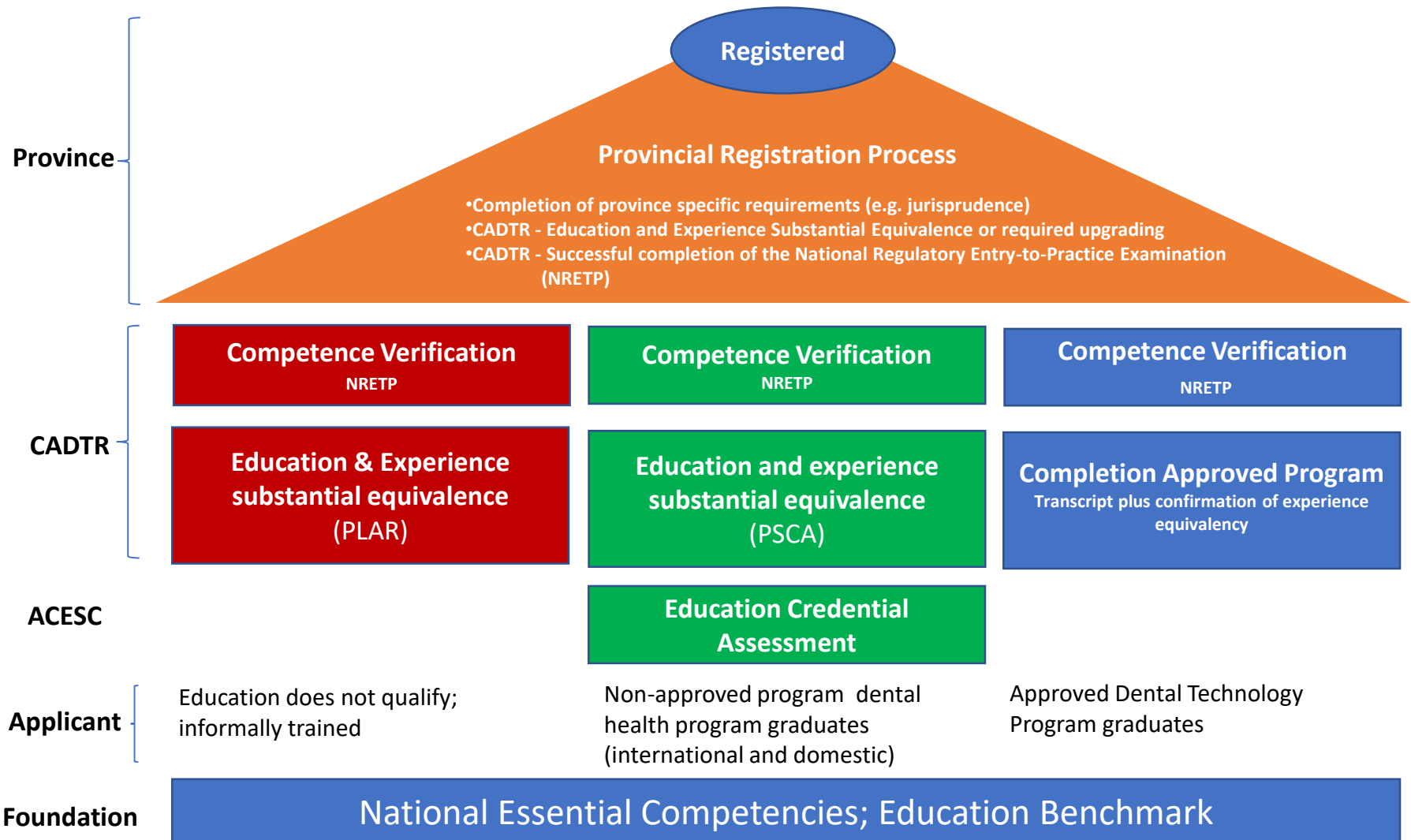
National Harmonized Qualification Recognition

How Are We Going
To Build It?

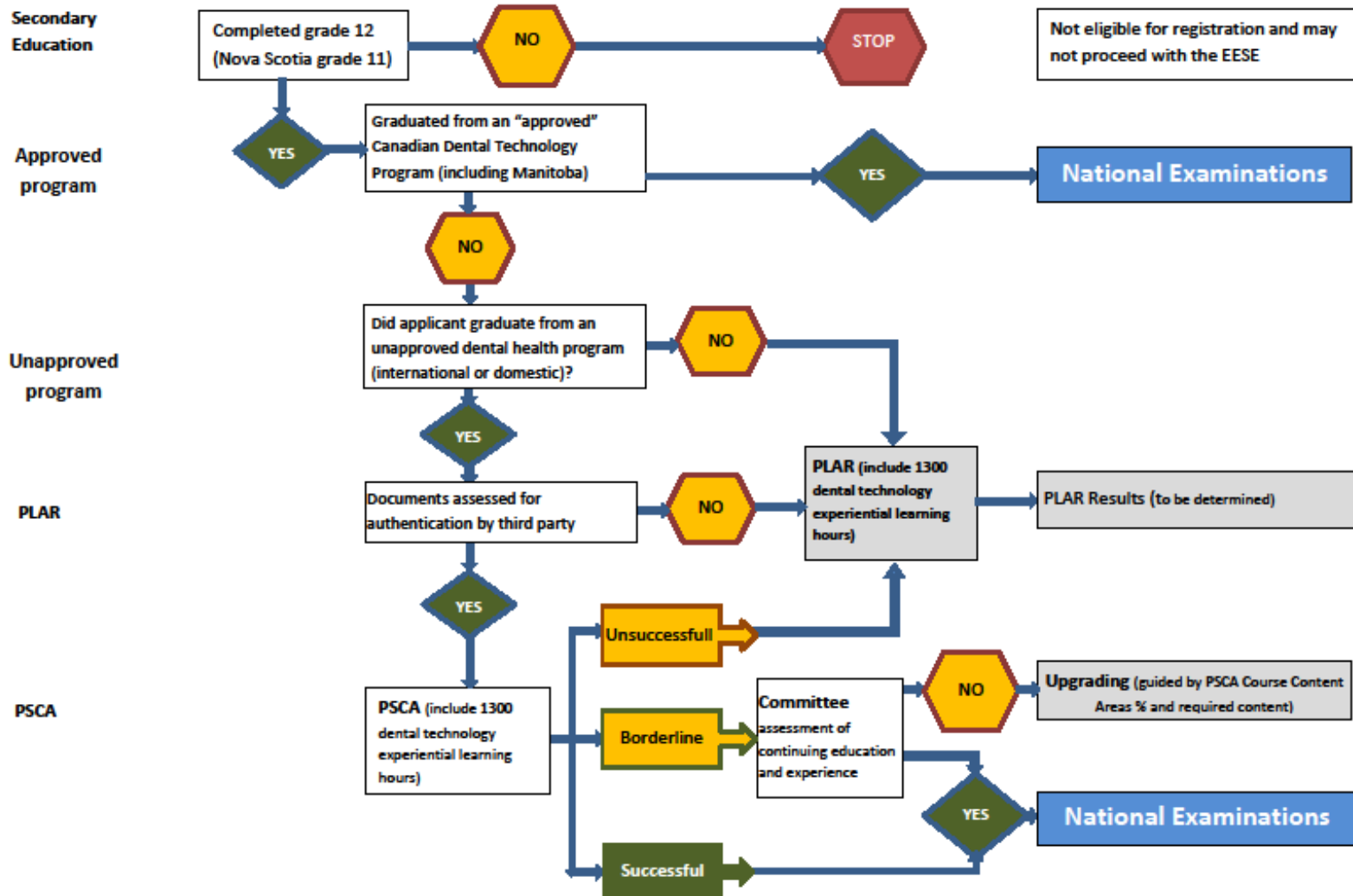
1. National Essential Competencies
2. Education Benchmark
3. Profession Specific Credential Assessment (PSCA)
4. Prior Learning Assessment Recognition (PLAR)

Registration Pathway

Principles: Transparent, Objective, Impartial, Fair



National Regulatory Examination Pathway



1. National Essential Competencies for Dental Technology Practice in Canada, 2019

“A compilation of entry-to-practice competencies to become licensed to practice and competencies a licensed dental technologist must maintain and continually improve to perform in a changing health care environment, to provide quality dental technology practice and increase public confidence in the dental technology profession.”

- Approved by CADTR June 2019 and adopted in 5 of 7 jurisdictions
- Foundation for entry-to-practice competence verification
- Support education programs by informing curricula
- Provide guidance and direction to professionals within practice settings
- Establish the minimum expectations for regulation
- Foundation for professional development and continuing competence assessment tools

National Essential Competencies

- Developed using the Delphi Study Methodology and validated through eight key steps, including Canada wide consultation and surveys
- Focus on the attributes of the fully licensed dental technologist/ technician practice and are categorized as:
 - Core - competencies demonstrated by competent and ethical professionals, no matter their areas of practice, years of experience, or role
 - Functional - competencies necessary to demonstrate the knowledge, skill, and judgement required to perform a specific role or job, or to work in a specific area of practice
- Today and the next 5 years – 7 competency units; 34 essential competencies; 155 performance indicators



2. Education Benchmark

- Defines the minimum Canadian dental technology program requirements, curriculum and course content.
- Focus is on standard set of current education program content, not aspirational or future program plans.

Participating Programs

| Canadian Program | Province | Acronym |
|--|------------------|---------|
| Vancouver Community College | British Columbia | (VCC) |
| CDI College | British Columbia | (CDI) |
| The Northern Alberta Institute of Technology | Alberta | (NAIT) |
| Technical Vocational School | Manitoba | (MTV) |
| George Brown College | Ontario | (GBC) |
| <u>Cégep Édouard-Montpetit</u> | Quebec | (CEM) |

Benchmark Structure

Program Areas

Based on the Benchmark

Course Content Areas

Defines the content in the program areas.
Derived from Benchmark and mapped to the essential competencies

Course Content Definitions (Criteria)

Defines the course content areas.
Generated by experts
Provides a measurement for the PSCA reviewers

Education Benchmark

- Results defined the criteria for the PSCA
- 1300 experiential learning hours are required of applicants from non-approved programs
- Phase 1 of domestic dental technology program approval

Profession Specific Credential Tool (PSCA)

- Trained three (3) PSCA reviews
- Conducted a pilot test
 - Tool modifications
 - Define PSCA assessment processes
 - Confirm inter-rater reliability
- Engage educators and employers in a cut score study to determine threshold for upgrading.
- Reported pilot test results and recommendations to ADT Steering Committee

CADTR - Profession Specific Credential Assessment: PSCA Reviewer Tool

| | | | |
|---------------------------|--|--------------------------|--|
| Name of Applicant: | | Applicant Number: | |
| Name of Reviewer: | | Date of Review: | |

| Course Content Area | Content Description | Program Content Scoring | | | Course Title | Scoring Rationale | Essential Competencies |
|---|--|-------------------------|-----------------------|---------------------|--------------|-------------------|--|
| | | No evidence | Insufficient Evidence | Sufficient Evidence | | | |
| 1. Foundational Knowledge and Sciences | | | | | | | |
| Head and Neck Anatomy | Muscles of mastication (origin, insertion, function), muscles of orofacial complex, cranial landmarks and definitions, bone of skull , innervation (nerve supply/blood supply, connective tissues, lymphatic system, salivary glands, phonetics; temporo-mandibular joint (TMJ): structures, trajectories and movements of the mandible (TMJ) structure, movement and associated disorders, types of joints, connective tissues, lymphatic system, salivary glands, and phonetics; principles and concepts of semi-adjustable and fully adjustable articulators. | | | | | | 1.1 Demonstrate knowledge of biology and of head and neck anatomy related to dental technology practice. |

National Regulatory Entry-to- Practice Examination

How Are We Going
To Build It?

1. Master Blueprint
2. Competency-based Assessments
 - Knowledge-Based Assessment (KBA)
 - Objective Structured Performance-based Examination (OSPE)

Knowledge-Based Assessment

- 150 – 200 multiple choice/ multiple select/ hot spot
- Computer – based
- Virtual Proctor

People

- ✓ SME panel of 10 from 3 provinces – BC, AB, ON
- ✓ Educators and practicing RDTs (male/female; varied levels of experience in field)

Process

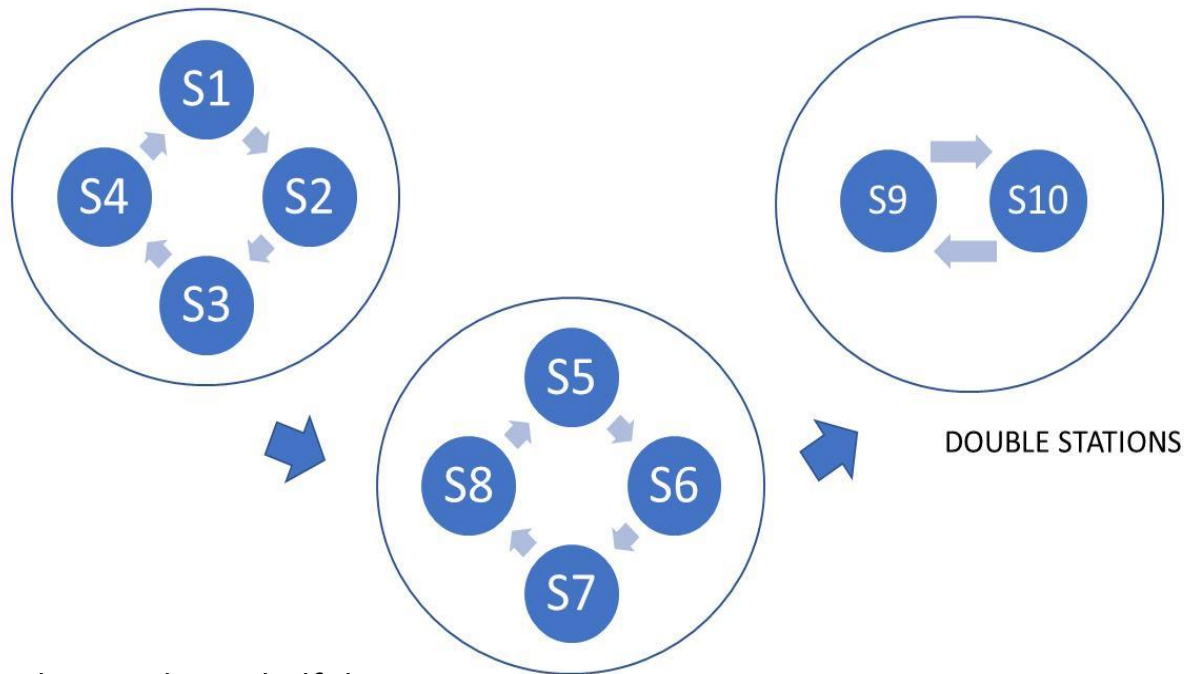
- ✓ By using the MBP and psychometrically developed forms to ensure validity, reliability and defensibility

Status

- ✓ Utilizing online platform for item banking and administration
- ✓ Development/ review of items

OSPE (PBA)

How Does the PBA Work? The Circuit



- No longer than a half day
- Between 8 to 12 stations
- Candidate supplied materials and equipment decreased
- Now a regulatory exam (spot check), not an academic examination



Next Steps for CADTR

CADTR's role expanded

1. Carry out projects of shared national interest on behalf of its members (regulatory bodies). A modest fee is paid by members for this purpose
2. Service provider to its members to administer the centralized credential assessment and NRETP administration; and
3. Service provider to applicants seeking licensure in the profession in Canada.



Next Steps for Regulators

1. MOU with CADTR to administer National Dental Technology Assessment Services (ECA; PSCA; NRETP exam; in future PLAR)
2. Approved by Registration Committee and Council informed
3. Assessment development/approval and reconsideration is CADTR

For more Information

- Visit the CADTR website and Access to Dental Technology page www.cadtr-acortd.ca
- Watch the webinar
- Complete the survey
- Become a subscriber!

THANK YOU!



New Brunswick Dental Technicians Association



College of Dental Technologists of Ontario
Ordre des Technologues Dentaires de l'Ontario



Council Annual Performance Evaluation Form

8 respondents

INSTRUCTIONS:

This questionnaire allows you to focus on and assess key areas that affect the Council's performance as a whole and its key responsibilities for governance of CDTO. Please answer each question by indicating the most applicable response, and please be as candid as possible. At the end of the questionnaire there is space for elaborating upon any of your responses, or for any other comments you think relevant.

1. Mission and Mandate

| Questions | Rating | | | |
|---|--------|----------------|----------|-------------|
| | Agree | Somewhat Agree | Disagree | Do not know |
| Council members have sufficient knowledge of the College's mandate and the legislative and regulatory framework in which it operates to make sound decisions. | 5 | 3 | | |
| Council operates under a set of policies, procedures, and guidelines with which all members are familiar. | 7 | 1 | | |
| Council ensures that the College has a strategic plan, and regularly monitors its progress. | 8 | | | |
| Committees of Council meet regularly and report to Council. | 8 | | | |
| Council receives regular financial updates and takes necessary steps to ensure the financial operations of the College are sound. It reviews the management recommendation letters of the auditor, and makes appropriate enquiries. | 8 | | | |
| Council regularly reviews and evaluates the performance of the Registrar. | 4 | 3 | | |

2. Strategic Plan and Priorities

| Questions | Rating | | | |
|---|--------|----------------|----------|-------------|
| | Agree | Somewhat Agree | Disagree | Do not know |
| Council ensures that the College has a strategic plan, and regularly monitors its progress. | 8 | | | |
| Council creates a set of key priorities that much be implemented in support of the strategic plan of the College. | 6 | 2 | | |



3. Council Operations and Governance Operations

| Questions | Rating | | | |
|--|--------|----------------|----------|-------------|
| | Agree | Somewhat Agree | Disagree | Do not know |
| I am familiar with the College's governance practices and policies | 7 | 1 | | |
| New Council members receive adequate orientation to their role and what is expected of them. | 5 | 3 | | |
| Council meetings are well attended, with near full turn-out. | 5 | 3 | | |
| Council members were well prepared to participate effectively in discussion and decision making. | 6 | 2 | | |
| There was an appropriate level of discussion of issues. | 6 | 2 | | |
| Council meetings are effective and efficient. | 6 | 2 | | |
| Council members speak with integrity, honesty, and with an understanding that their remarks are made in a public forum and reflect upon the College. | 6 | 2 | | |
| The Council President effectively leads and facilitates Council meetings and the policy and governance work of Council. | 6 | 2 | | |
| Council effectively discharges its statutory functions. | 7 | 1 | | |
| The College has an effective system of financial oversight | 7 | 1 | | |
| The Council and College meets with external auditors, reviews their reports and recommendations and ensures any deficiencies are corrected. | 8 | | | |

4. Relationship with Registrar and Staff

| Questions | Rating | | | |
|---|--------|----------------|----------|-------------|
| | Agree | Somewhat Agree | Disagree | Do not know |
| Council members receive meeting agendas and supporting materials in time for adequate advance review. | 4 | 4 | | |
| Information provided by staff is adequate to ensure effective governance and decision making. | 8 | | | |
| Council has communicated the kinds of information and level of detail it requires from the Registrar. | 7 | 1 | | |
| There is good two-way communication between the Council and the Registrar. | 5 | 3 | | |
| There is clear understanding of where Council's role ends and where the Registrar's role begins. | 4 | 4 | | |



| | | | | |
|--|---|---|--|---|
| I understand that the Executive Committee approves the Registrar's annual performance objectives and conducts the Registrar's annual performance review. | 7 | 1 | | |
| The Council maintains a collegial working relationship with the Registrar. | 7 | 1 | | |
| The Council maintains a collegial working relationship with staff. | 8 | | | |
| The Council does not get involved in day-to-day operational matters. | 8 | | | |
| Committees do not get involved in day-to-day operational matters. | 8 | | | |
| Council members do not ask for special requests from staff. | 7 | | | 1 |

Additional Comments:

I think Council is working well as a cohesive group.

Some communications issues about staffing this year caused some concerns on the part of Council. I believe this is being resolved.

New onboarding document and governance policy manual are effective tools to inform new members of their roles and responsibilities. Re Council package lead time, for the most part it is good however, significant packages and pre-work like for the September meeting, needs more advance notice and time if you want to ensure that Council members provide advance feedback and complete all of the pre-work requested. While I agree that Council and Committee's do not get involved in day to day operational matters, it is a small college so sometimes, the lines are blurred a bit.

- concerned about attendance by some members of Council at Council meetings - much better job has been done to get agendas out early enough for the document to be reviewed before the meeting



Summary of Council Meeting Evaluations – Dec 13 2019

Council members in attendance: 9

Evaluations submitted: 8

| Questions | Rating | | | |
|--|--------|----------|----|-------------|
| | Yes | Somewhat | No | Do not know |
| 1. Topics were related to the interest of the public and purpose of CDTO. | 6 | 2 | | |
| 2. Members were well prepared to participate effectively in discussion and decision making. | 6 | 2 | | |
| 3. Council worked interdependently with staff. | 7 | 1 | | |
| 4. There was effective use of time. | 6 | 2 | | |
| 5. There was an appropriate level of discussion of issues. | 5 | 3 | | |
| 6. The discussion was focused, clear and on topic. | 5 | 3 | | |
| 7. Council members demonstrated the principles of accountability, respect, integrity and openness. | 8 | | | |
| 8. The meeting furthered the public interest. | 7 | 1 | | |

Additional Comments:

| |
|--|
| On occasion new issues are raised or a conversation is allowed to get off topic. |
| Good meeting today. Not much new. Strategic planning session did generate some good discussion and a there is some concrete direction for next year. |
| As a Council we have been challenged this past year with some tough issues. Overall, I feel the meetings are effective and well managed. Michael does a good job. However, there has been a couple of contentious issues that have gotten off track. We look to hold all Council members accountable for their engagement, constructive discussion and resolution of issues. |