

**Provincial Dental Board of Nova Scotia  
Minutes of Board Meeting and Subsequent Email Vote**

**Zoom Videoconference Thursday, July 18, 2024 at 7:30 pm  
and  
Email Vote Friday, July 19, 2024.**

A meeting of the Provincial Dental Board of Nova Scotia was held on Thursday, July 18, 2024 via Zoom videoconference.

In Attendance: Dr. Russell MacSween (Chair)  
Dr. Sunita Sharma (Vice-Chair)  
Dr. Sachin Seth  
Dr. Erin Hennessy  
Dr. Asile El-Darahali  
Dr. Scott Schofield  
Mr. David Melvin  
Mr. Greg Fevens  
Ms. Michelle Fowler  
Ms. Sherry Whyte  
Dr. Doug Mackey (Registrar)  
Dr. Curtis Gregoire (Deputy Registrar)  
Ms. Jane Donovan (Executive Assistant)  
Mrs. Kaitlynn Zegray (Administrative Assistant)

**Agenda 1      Call to Order and Land Acknowledgement**

At 7:30 am the Chair called the meeting to order, welcomed everyone, and proclaimed a land acknowledgement.

**Agenda 1(a)      Mandate of the PDBNS and Expectations for Board Members**

The Chair highlighted the resources pertaining to this and verbally reviewed the Board's mandate of public protection and the expectations for Board members.

**Agenda 2      Update to Mandatory Continuing Dental Education (MCDE) Guidelines**

Dr. Mackey presented an overview of the changes to the PDBNS MCDE Guidelines which have been recommended to the Board for approval.

### **MCDE Module Within Alinity**

The MCDE Committee had recommended an amendment to General Guideline 5 of the MCDE Guidelines. With this amendment, registrants would be required to upload verification of their CDE activities to a module within Alinity rather than maintaining a physical log form and submitting a collection of papers if audited.

The MCDE Committee felt that the majority of registrants will find this system an improvement over the old one, both in terms of tracking how close they are to fulfilling their requirements and knowing which category to claim credit for with a given course or activity.

Dr. Mackey did a live demonstration of the Alinity MCDE module, showing how a registrant would upload their CDE verification and how the uploaded information would be reflected in a summary table for the registrant.

Board members had a thorough discussion about this change and were generally impressed with the proposed system. Concern was expressed about the reasonableness of expecting registrants whose MCDE cycle ends in December 2024 to be able to comply with this requirement. Overall, it was felt that this change would not be overly onerous, and Dr. Mackey expressed that staff would support the small number of registrants who experience challenges with technology (as they currently do with license renewals).

After further discussion, Board members wanted the following to be made clear to registrants when this is rolled out:

- Audits will occur **only at the end** of the 3-year cycle for a particular cohort.
- Registrants are free to accumulate credits at their own pace.
- There will be no auditing or surveillance of registrants' progress throughout the course of their cycles.
- For the group of registrants whose MCDE cycle will end in December of 2024, random sampling will take place and those selected for audit will be notified on December 1. The window of time for uploading documents for that cohort will be extended to January 15 of 2025.

### **Modifications to a Registrants MCDE Cycle Requirements**

The MCDE Committee had recommended amendments to General Guidelines 14 and 16 within the MCDE Guidelines. Dr. Mackey outlined that these amendments would see a modified process for addressing situations in which a registrant's ability to obtain credits is impacted by matters such as health, a leave of absence from work, moving out of the province, etc.

In the past, the registrant's MCDE cycle would be either extended or interrupted and resumed at a later date. These mechanisms are not possible within our Alinity database.

Going forward, a registrant in a situation described above would maintain their prescribed cycle. However, the registrant may advise the Registrar in writing of the situation and request that their requirements be prorated [according to this table](#).

Board members understood that this change was required due to constraints of the Alinity platform. However, concerns were raised about a situation whereby a registrant encountered an unexpected health issue halfway through their cycle, for example, and had not yet obtained 50% of the credits required as per the proration table. There was discussion that, in a case like that, the Registrar would hopefully be reasonable and modify the expectations accordingly. However, it was recognized that there is no guarantee that the present or a future Registrar would be reasonable in such circumstances.

After a healthy discussion, Board members asked the Registrar to send the recommended amendments back to the MCDE Committee for them to add an appeal provision to the proposed amendments for situations where the registrant does not agree with the Registrar's decision.

The Registrar said that he would do that and then send the MCDE Committee's revised proposed amendments to the Board for an email vote.

### **Agenda 3      Upcoming Meeting Dates**

September 27, 2024 (Future Inns)

November 30, 2024 with reception on the Friday evening prior (Location TBA)

January 31, 2025 (Future Inns)

May 30, 2025 (Future Inns)

It was moved and seconded – Dr. Erin Hennessy / Dr. Scott Schofield

#### **Motion 2023-31**

"That the meeting be moved *in camera*."

#### **Motion Carried**

It was moved and seconded – Dr. Sachin Seth / Mr. David Melvin

#### **Motion 2024-32**

"That the meeting be adjourned."

#### **Motion Carried**

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On Friday, July 19, 2024 an email vote was conducted following the distribution of the following amendments to the MCDE General Guidelines:

5. *All licensees are required to log their continuing dental education experiences and upload verification within the Alinity portal on an ongoing basis. Licensees must also retain their own copies of verification for one year following cycle completion. Hard copies of verification must be made available if requested by the Continuing Dental Education Committee and/or in response to an audit.*
14. *A licensee who is not renewing his/her license for the coming year because of reasons of health, moving from the province etc. must advise the Registrar in writing. The licensee's three-year cycle is maintained, and the requirements modified according to the [MCDE Proration Table](#).*

*Should such a licensee have their license reinstated at a future point following the MCDE cycle in which they relinquished their license, they will be assigned a new MCDE cycle beginning on January 1 of the calendar year in which their license is reinstated. Their MCDE requirements will be prorated according to the time remaining in their cycle at that time.*

*Regardless of requirement proration, a course on the Management of Medical Emergencies in the Dental Office will still be mandatory once per MCDE cycle.*

*A registrant who is dissatisfied with the decision of the Registrar regarding the proration of their MCDE cycle may appeal the Registrar's decision to the MCDE Committee within 30 days of receiving the decision.*

16. *A licensee who, for health reasons, is unable to pursue continuing education credits for more than a cumulative six-month period during a three-year cycle will be eligible to apply to have his/her MCDE requirements for the current cycle modified according to the [MCDE Proration Table](#). It is the responsibility of the licensee to apply, in writing, to the Registrar for the proration, as soon as possible prior to completion of the present three-year cycle. Supporting documentation is to be submitted if requested.*

*A registrant who is dissatisfied with the decision of the Registrar regarding the proration of their MCDE cycle may appeal the Registrar's decision to the MCDE Committee within 30 days of receiving the decision.*

It was moved and seconded - Mr. D. Melvin / Mr. G. Fevens

**MOTION 2024-33**

“That the amendments to the MCDE Guidelines recommended by the MCDE Committee on July 11, 2024 and July 19, 2024 be approved as presented.”

**Motion Carried**

**Approved,**

A handwritten signature in black ink, appearing to read "Russell MacSween".

**Dr. Russell MacSween, Chair**

**September 27, 2024**