**Acting Interim Registrar Position - Update**

The Council has determined the focus of the interim and acting registrar appointment:

**1.**

**To define and clarify the role and time commitments of the Registrar position within the current organizational structure;**

Role

* Leadership, strategic planning, and supervision
* Registration, Licensing, Permits supervision and management
* Complaint Process supervision and management
* Standards management
* Statutory regulatory committees management
* Meetings representation – CDSS Council, CDSS Executive Council, CDRAF, NIRO, College of Dentistry (Admissions, Curriculum, Faculty), APAC

Time Commitment (minimum approximately 60 hours or 8 days per month)

* June 59.5 hours (7.9 days) = 2 days / week
* July 88.5 hours (11.8 days) = 3 days / week
* August 77.5 hours (10.3 days) = 2.5 days / week
* September 78.5 hours (10.4 days) = 2.5 days / week

Days in Saskatoon CDSS Office

* June 1 day
* July 3 days
* August 0 days (Toronto Meetings 2 days) – CDSS Move, Toronto Meeting, DZ Holidays
* September 3 days

Time Alllocation

* Day to Day Activities (email communication, registration and licensing, complaint process, meetings) ~60%
* Projects (regulatory bylaws; alignment of standards, policies, and processes; permits; registrar task calendar; registrar position manual) ~40%

**2.**

**To progress the update of the regulatory bylaws;**

I have submitted a draft of an updated version of the regulatory bylaws to be evaluated and considered by Council with the intent to develop a final version to be approved by Council for submission to the Ministry of Health.

A recommendation for the addition of an Annual Regulatory Bylaw Review to be included in the Council Task Calendar

**3.**

**And to align the regulatory processes, policies, and standards to the decisions of Council.**

* Registrar Task Calendar development in progress
* Registrar Position Manual development in progress
* Registration and Licence Application Form amendments
* Change of Practice Form amendments
* Standards (Practice of Dentistry, Clinic Facilities; Sedation and General Anesthesia; Radiation and Imaging; Advanced Facial Esthetic Therapies and Adjunctive Considerations) Permit Application Form development in progress
* Standards of Practice evaluation, development, and amendments – 11
* Complaint Process Form amendments
* Complaint Process amendments with respect to Bill 120 Dental Discipline Act amendments

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