The College of Dental Surgeons of Saskatchewan

REGULATORY BYLAWS

**GUIDING PRINCIPLES**

**These regulatory bylaws are enacted by the College of Dental Surgeons pursuant to section 15(2) of The Dental Disciplines Act for the purposes of governing the conduct of its members. In considering the application of these bylaws, a member shall always be guided by consideration of the comprehensive authorized practice of that member and the attendant responsibilities for general supervision of comprehensive authorized practice in each facility where they have a professional relationship. As part of performance of comprehensive patient-centred care, a dentist is responsible to consider and enforce the limitations of comprehensive authorized practice in his or her own practice as well as in the authorized practices of practitioners of other dental disciplines which is mandated pursuant to sections 23 and 25 of the Act.**

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**PART I - INTERPRETATION**

**Definitions**

* 1. In these bylaws:

1. “Certificate of Standing” means the document in the License, Professional Corporations and Permit Policy that each provincial regulator completes and provides or receives on behalf of a member or former member to support that member’s or former member’s licensure process in another jurisdiction;
2. “comprehensive authorized practice” means the complete list of authorized practices in section 23(1) of the Act;
3. “Comprehensive Authorized Practice Director” means the primary attending full practicing member at a clinic who is appointed primary responsibility for the oversight of the comprehensive authorized practice carried on within that clinic;
4. “Comprehensive Authorized Practice Permit” means a permit issued by the College authorizing the provision of comprehensive authorized practice by a member in a clinic;
5. “Consent to Release of Information” means the document in the License, Professional Corporations and Permit Policy that a member or former member completes and provides to support that member’s or former member’s licensure process in another jurisdiction;
6. “clinic” and “facility” mean any site where any practice authorized is performed pursuant to sections 23 or 25 of the Act;
7. “good character” means compliance with the legislation, bylaws and standards, including the “Good Character Standard”;
8. “good standing” means:
9. that the College has assessed a potential member’s Certificate of Standing and has determined that the information in it would not preclude registration or licensure as a member; or
10. that a current member continues to meet the conditions of registration and licensure in Saskatchewan;

**PART II - REGISTRATION, LICENSURE, PROFESSIONAL CORPORATIONS, PERMITS**

**Registers and Fees, General Criteria**

**2.1** (1)  Each person seeking to:

(a) receive his or her registration and license to practice dentistry; or

(b) receive registration and a permit for a professional corporation; or

(c) receive any other required permit;

shall pay to the College the required fees.

(2) No person shall be registered as a member under these bylaws unless he or she:

(a) is a person of good character pursuant to the Good Character Standard; and

(b) provides a Certificate of Standing and a Consent to Release of Information

from each jurisdiction in which the person has been previously licensed; and

(c) has completed and forwarded all documents and proof of insurance required.

(3) The College will establish and maintain a Member Register that records:

(a) contact information; and

(b) the category of licensure and any specialty described in sections 2.2, 2.3, 2.4,

and 2.5 of these bylaws.

(4) The College will establish and maintain a corporate register that records:

(a) contact information of each professional corporation that is registered by the

College pursuant to section 2.7; and

1. the name of each director and each voting shareholder of each

professional corporation.

(5) The College will establish and maintain a Facility Register that records:

(a) contact information of each facility in which any member has a permit to

practice; and

(b) the name and contact information of the Comprehensive Authorized Practice

Director; and

(c) required sedation permits.

(6) To be entered into any of the registers mentioned in (3), (4), and (5) each member

and each professional corporation must supply to the College their currentcontact

information for service of any communications and documents.

(7) Every licensed member must co-operate fully in allowing the Quality

Improvement Committee and assessors to enter and examine, evaluate

or assess any aspect of a member’s practice including access to audit all books,

records, correspondence and other documents or electronic data related to a member’s

practice within a dental clinic, including the right to make copies, pursuant to section

15(2)(b)(iii), 15(2)(j), 15(2)(w) of the Act.

**Full Practicing License - General Dentist Members**

**2.2** (1) Subject to other provisions in these bylaws and the License, Professional Corporation and

Permit Policy a person may apply to be registered and licensed to practice general dentistry.

(2) General dentist members must have:

(a) successfully completed a general dentist education program that is

accredited by the Commission on Dental Accreditation of Canada, or

(b) successfully completed a non-accredited dentist education program and the

National Dental Examining Board Equivalency Examination process,

and must successfully complete the National Dental Examining Board Examination for

general dentists.

(3) A person who has been approved for registration by the registrar will be registered and

licensed as a general dentist entitled to practice general dentistry in Saskatchewan.

**Full Practicing License - Specialist Members**

**2.3** (1) Subject to other provisions in these bylaws and the License, Professional Corporation and Permit Policy a person may apply to be registered and licensed to practice a recognized specialty listed in section 2.3(3) below.

(2) Specialist dentist members must have:

(a) successfully completed a specialist dentist education program that is

accredited by the Commission on Dental Accreditation of Canada, or

(b) successfully completed a non-accredited specialist dentist education program

the Dental Specialty Core Knowledge Examination and required Gap Training

process,

and must successfully complete the National Dental Specialty Examination in a

specialty.

(3) A person who has been approved for registration by the registrar will be registered and

licensed as a specialist entitled to practice solely within the specialties noted on his or her

issued license.

(4) For the purposes of these bylaws the following definitions apply for each of the

following College recognized specialties:

1. “endodontist”: a certified specialist and only a certified specialist in the

specialty of “endodontics”;

1. “oral and maxillofacial surgeon”: a certified specialist and only a certified

specialist in the specialty of “oral and maxillofacial surgery”;

1. “orthodontist” or “dentofacial orthopedics specialist”: a certified specialist

and only a certified specialist in the specialty of “orthodontics” or “dentofacial orthopedics”;

1. “pediatric dentist” or “pedodontist”: a certified specialist and only a certified

specialist in the specialty of “pediatric dentistry”;

1. “periodontist”: a certified specialist and only a certified specialist in the

specialty of “periodontics”;

1. “prosthodontist”: a certified specialist and only a certified specialist in the

specialty of “prosthodontics”;

1. “oral radiologist”: a certified specialist and only a certified specialist in the

specialty of “oral radiology”;

1. “dental public health specialist”: a certified specialist and only a certified

specialist in the specialty of “dental public health”;

1. “oral medicine and pathology specialist”: a certified specialist and only a

certified specialist in the specialty of “oral medicine and oral pathology”.

**Conditional License – Academic Members**

**2.4** (1) Subject to other provisions in these bylaws and the License, Professional Corporation

and Permit Policy a person may apply to be registered and licensed to practice as a conditional academic member if they have successfully completed a university based general dentist or specialist dentist education program.

(2) Academic members must have:

(a) successfully completed a general dentist or specialist dentist education

program that is accredited by the Commission on Dental Accreditation of

Canada, or

(b) successfully completed a non-accredited dentist education program and the

National Dental Examining Board Equivalency Examination process,

and must successfully complete either the National Dental Examining Board

Examination for general dentists or the National Dental Specialty Examination in a

Specialty **within five years after licensing as an academic member.**

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(3) A person who has been approved for registration by the registrar will be registered and licensed as a conditional academic member entitled to practice in accordance with the License, Professional Corporation and Permit Policy.

**Student License – Student Members**

**2.5** (1) Subject to other provisions in these bylaws and the License, Professional Corporation and Permit Policy, a person may apply to be registered and licensed as an undergraduate, penultimate or intern student member.

(2) Student members must be enrolled in an education program at the University of

Saskatchewan College of Dentistry.

(3) A person who has been approved for registration by the registrar will be registered as a

an undergraduate, penultimate or intern student member entitled to practice in

accordance with the License, Professional Corporation and Permit Policy.

(4) The membership and license of a student member shall be of such duration as set

out in the license and is subject to annual renewal as further set out in the

License, Professional Corporations and Permit Policy.

**Application after Not Practicing**

**2.6** (1)Subject to other provisions in these bylaws and the License, Professional Corporation and Permit Policy, where a person applying for registration and licensure:

(a) has not been fully licensed to practice as a general dentist or a specialist in

Saskatchewan or any other jurisdiction; or

1. has not practiced a minimum of 300 hours each year; or
2. was not a student in a CDSS recognized college, school or faculty of dentistry,

during the last two years immediately preceding the date of application for licensure

and that person:

(i) has applied for licensure under bylaw 2.2, 2.3 or 2.4 above; and

(ii) has provided an explanation of their absence from practice; and

(iii) has provided a detailed return to work plan that would identify

treatment, training, conditions, limitations or other, recognized by the

member as necessary for their licensure; and

(iv) has successfully completed all assessments, examinations and courses

prescribed by the Council following their review of the application; and

(v) has been approved for registration and licensure by the registrar;

then that person may be registered and licensed in the appropriate category.

(2) An expelled member may apply for reinstatement pursuant to section 41 of the Act.

**Professional Corporations**

**2.7**  (1) Subject to other provisions in these bylaws and the License, Professional Corporation and Permit Policy a corporation may apply to be registered as a professional corporation and receive a permit for the practice of dentistry.

(2) A corporation that has otherwise been approved by the registrar for registration as a professional corporation of the College in accordance with the License, Professional Corporation and Permit Policy will be registered and receive a permit for the practice of dentistry.

**Annual Renewal of Licenses and Permits**

**2.8** (1) The required licenses and permits of all members and permits of all dental professional corporations are subject to annual renewal as further set out in these bylaws and the License, Professional Corporations and Permit Policy.

(2) To be eligible for the annual renewal of licensure, each member must:

1. be of good character; and
2. be in good standing:
3. complete the continuing education requirements;
4. complete the annual license renewal form; and
5. pay the required fee

as detailed and by the date specified in the License, Professional Corporations and Permit

Policy.

(3) Where a member is suspended at the time of annual renewal, the member may apply for renewal at the end of the term of his or her suspension by complying with the above subsection (1) and (2), or section 2.6 if applicable.

(4) To be eligible for the annual renewal of its registration and permit, each professional

corporation must:

1. continue to meet the criteria set out in *The Professional Corporations Act*, these bylaws and the License, Professional Corporation and Permit Policy;
2. complete the required forms; and
3. pay the required fee

by the date specified in the License, Professional Corporations and Permit Policy.

(5) Where a member or a professional corporation has been in arrears in the payment of

annual fees, the registrar may renew the license or the permit upon payment of the

annual fee and any late payment fees pursuant to the License, Professional Corporations

and Permit Policy.

(6) Where a member who is suspended, is the sole person carrying on the business of

providing dental services in the name of a professional corporation, that professional corporation may also apply for its re-registration and permit at the end of the term of the member’s suspension by complying with subsection (4) above and by paying the required fee on the date of application.

**Appeal**

* 1. (1) Any person who is aggrieved by a decision of the registrar with respect to registration,

renewal, licensure and issuance of permits may apply to the council pursuant to section 21(4) of the Act.

(2) Any person who is aggrieved by a decision of the registrar with respect to:

(a) the registration of a professional corporation;

(b) the issuance of a permit to, or the renewal of a permit of, a professional

corporation; or

(c) the revocation of a permit of a professional corporation;

has the right to apply to the Council for an appeal of the registrar’s decision in the

manner permitted by *The Professional Corporations Act*.

**PART III - PROFESSIONAL PRACTICE STANDARDS**

**Laws, Professionalism, Fitness to Practice**

**3.1** (1) Every member must abide by the terms and conditions or limitations of the member’s license.

(2) Every professional corporation having a permit and every member:

1. must not contravene, while engaged in the practice of dentistry:
2. any federal, provincial, municipal, health region laws, regulations or rules; or
3. any College bylaw, regulatory rule or policy;
4. must not permit, counsel or assist any person who is not licensed under the Actto engage in the practice of dentistry except as provided for in the Actand these bylaws;
5. must not knowingly do anything false, misleading, improper, disgraceful, dishonorable or unprofessional while engaged in the practice of dentistry;
6. must be of good character and always uphold the honor, dignity and ethics of the profession;
7. must not commit or permit a member to permit any sexual impropriety with a patient;
8. must not engage, or permit a member to engage, in the practice of dentistry when they are not fit to do so for any reason including impairment by health matters, conflict of interest, emotional attachment or other, such that they are unable to give full force to his or her training, experience and judgment;
9. must report, to the registrar, any injury, dependency, infection, disorder or other fitness condition that could impair a member’s ability to practice safely and competently; and
10. must report to the registrar, unprofessional conduct or failure to provide treatment in accordance with currently accepted professional standards.

**Service of License and Regulatory Documents**

**3.2** (1) Service of documents may be made by any method prescribed pursuant to the Act,

including personal service and service by registered mail.

(2) In addition to the methods of personal service described in the Act, service of documents may be affected by an alternate mode, including but not limited to:

1. courier;
2. ordinary mail;
3. electronic transmission or fax.

(3) Details of service of documents of any method may be outlined in the License, Professional Corporations and Permit Policy.

**Members’ Obligations to the Council, College Committees and College Officers**

* 1. Every member must:

1. respond to requests and orders of the Council, committees and officers of the College or their delegates within the time specified in the request or order; and
2. fulfill the recommendations of, and agreements with, the Council and committees and officers of the College or their delegates by the time specified in the recommendations and agreements.

**Professional Practice Standards**

* 1. A Professional Practice Standards Committee may develop any of the standards provided

for by section 15(2) (c),(d),(e),(h),(j),(k),(n),(o),(q),(v),(w) of the Act., for approval by

council and inclusion in the Member Competence and Professional Practice Standard.

* 1. All professional corporations having permits and all members must practice per the

Member Competence and Professional Practice Standard.

**3.6** (1) Each member must govern himself or herself at all times in accordance with the

parameters of his or her comprehensive authorized practice and shall at all times take

reasonable measures to ensure that all dental assistants, therapists, hygienists, denturists

and/or technician who are practicing while employed by or pursuant to any contract with

the member, pursuant to section 25 of the Act, practice legally and within their own

authorized practice.

(2) Herein, “any contract” means:

(a) any arrangement between a member and any other licensed providers, under

the Act, and

(b) such arrangements include, but are not limited to, employment contracts,

contracts for services, arrangements for referrals, prescriptions for services

or appliances, or for any coordinated comprehensive authorized practices and

patient centered care in the public interest.

**Facility Permits for Full Practicing Members, Comprehensive Authorized Practice Director**

**3.7** (1) For a full practicing member to:

1. practice pursuant to section 23 of the Act; or
2. employ or contract with, pursuant to section 25 of the Act:
3. a dental assistant;

(ii) a dental hygienist; or

(iii) a dental therapist,

in any facility where any comprehensive authorized practice, pursuant to section 23, is

performed, a Comprehensive Authorized Practice Director must be appointed and must obtain, on an annual basis, a Comprehensive Authorized Practice Permit prior to any member

practicing in or being contractually associated with the facility pursuant to section 25 of the Act.

(2) The Comprehensive Authorized Practice Director must be the main College member contact

at a facility, for College regulation of members’ comprehensive authorized practice at that

facility regarding:

1. the supervision, which may vary depending upon circumstances, of

comprehensive authorized practices performed at the facility pursuant to sections15(2)(e),(v),(w), 23 and 25 of the Act, these bylaws and the CDSS standards;

1. practice contact information and permits and protocols regarding, but not

limited to, Sedation and Anesthesia, Radiation and Imaging, Employment and Business Relationships, Agreements and Leases, Advertising, Quality Assurance, Patient Records and other legal requirements.

(3)All members practicing in, or contractually associated with a facility pursuant to section 25 of the Act, regardless of the facility ownership model or facility management model are responsible and accountable for personal, professional, ethical and legal responsibilities, for the general supervision or direction of staff pursuant to sections 23 of the Act, and for required permits and protocols.

**Employment and Business Relationship**

**3.8** A member shall not engage in the practice of dentistry in such a way that would allow a

person who is not a member to influence or control patient care or benefit, profit or gain reward from the member’s services, unless:

(a) provision is otherwise expressly permitted by federal or provincial legislation;

(b) the member is employed or otherwise engaged in the practice of dentistry:

(i) in association with another member, a College of Physicians and Surgeons of Saskatchewan duly licensed physician or a dental or medical professional corporation having a valid practice permit; or

(ii) where the employer is a legal entity referred to in section 25(1) of

the Act.

**3.9** Pursuant to section 46 of the Act, any employer who terminates for cause the

employment, or a contract for services, of a member shall report the termination to the registrar where the employer reasonably believes the cause is professional incompetence or professional misconduct.

**Agreements and Leases**

**3.10** Without limiting the generality of paragraph 3.8 herein, a member must not directly or

indirectly share, split or divide his or her fees including:

(a) a lease of premises;

(b) a lease of equipment; or

(c) agreements for other items or services,

with any person who is not a member, except under a contract for services with:

(i) a College of Physicians and Surgeons of Saskatchewan

duly licensed physician; or

(ii) a dental assistant; or

(iii) a dental hygienist; or

(iv) a dental therapist; or

(v) a dental or medical professional corporation having a valid practice

permit.

**Advertising**

**3.11** (1) Full Practicing Members are permitted to advertise dental services in the manner

Provided for in these bylaws and the Advertising Standard.

(2) Advertising, promotion and all other marketing activities:

(a) must be accurate and not capable of misleading the public or

misrepresenting the facts;

(b) must be truthful;

(c) must not be misleading, deceptive or fraudulent;

(d) must be objectively verifiable;

(e) must not include subjective personal feelings, beliefs, interpretation,

opinions or testimonials; and

(f) must not imply a specialty where none exists or is obtained.

(3) Advertising, promotion and all other marketing activities must be professional and observe

the dignity and ethics of the dental profession and therefore must not include:

(a) statements of uniqueness or comparisons to other providers;

(b) undignified statements;

(c) deprecating statements about other members;

(d) statements in bad taste that could harm the dental profession;

(e) promises or statements that could create unjustified expectations;

(f) coercion, duress or harassment to take advantage of physical, emotional or

financial duress;

(g) incentive programs, coupons, giveaways or discounts; or

(h) references to materials, techniques, equipment and services.

(4) Determinations under subsections (2) and (3) lie within the authority of the Quality

Assurance Committee.

**PART IV - QUALITY IMPROVEMENT**

**Quality Improvement Committee**

**4.1** (1) “Quality Improvement” means initiatives that improve the quality of care based on principles of best practice and standardization of care, appropriateness of care, and improved access to care;

**(2)** The Quality Improvement Committee shall be composed of a minimum of three persons, a majority being practicing members, one of whom shall be a member of the Council and one of whom shall be a public member of council.

(3) The Quality Improvement Committee shall carry out quality improvement activity for the purpose of examining, evaluating and assessing the provision of comprehensive oral health services for the purpose of educating members or improving the care, practice or services provided to patients by the member so that they may provide quality care, which meets the Member Competence and Professional Practice Standard, to the public.

(4) The Quality Improvement Assurance Committee may appoint any one or more of its members or other persons as examiners, evaluators or assessors and delegate to those persons the authority to examine, evaluate or assess any aspect of a members practice and, following such, to report to the Quality Improvement Committee.

* 1. (1) For the purposes of subsections 4.2(2) and (3), “a member’s practice” includes the

obligation on a member to provide oversight with respect to the comprehensive

authorized practices carried on in a clinic pursuant to section 25 of the Act.

(2) Every member practicing in any clinic must co-operate fully in allowing the Quality

Improvement Committee and assessors to:

1. enter and examine, evaluate or assess any aspect of a member’s practice pursuant to section 15(2)(j) and/or 15(2)(w) of the Act; 15(2)(b)(iii)
2. have access to audit all books, records, correspondence and other documents or electronic data related to a member’s practice within a dental clinic, including the right to make copies.

(3) Each Comprehensive Authorized Practice Director must ensure that any third-party contracts (including without limitation, a contract with an owner of the clinic) contain provisions that will expressly enable the member to cooperate fully with the Quality Assurance Committee by:

(a) allowing the Quality Assurance Committee and its assessors to enter and audit a member’s practice pursuant to section 15(2)(j) and/or 15(2)(w) of the Act; and

(b) allowing access to audit all books, records, correspondence and other

documents or electronic data related to a member’s practice within the dental clinic, including the right to make copies.

(4) A member must:

(a) provide all information requested by the Quality Assurance Committee or

an assessor by a specified time;

(b) appear before or confer with the Quality Assurance Committee or any of its

assessors when requested to do so and by a specified time; and

(c) fulfill all requirements and follow all recommendations of the Quality

Assurance Committee.

(5) Following a Quality Assurance Committee assessment, the Quality Assurance Committee

may require the member to:

(a) make changes to his or her practice by a specified time;

(b) attend specified courses by a specified time;

(c) successfully complete specified examinations by a specified time; or

(d) any combination of clauses (a) through (c).

**Referral to Professional Conduct Committee**

**4.3** Following a Quality Assurance Committee assessment, the Quality Assurance Committee may refer to the registrar or the Professional Conduct Committee any matter that has come to the attention of the Quality Assurance Committee or to the attention of an assessor appointed by it, including perceived professional incompetence or perceived professional misconduct of a member including, but not limited to, the following:

1. a member’s refusal or failure to co-operate with any request of the Quality Assurance Committee or any assessor appointed by it by a specified time; or
2. a member’s failure to fulfill the requirements, recommendations or conditions of the Quality Assurance Committee as prescribed pursuant to subsection 4.2(2);

**Assessments for Professional Conduct Committee Investigations**

**4.4** When requested by the Professional Conduct Committee to assist in a professional

conduct investigation, the Quality Assurance Committee must provide an assessment of

the specified matter and provide a written report to the Professional Conduct Committee

**Critical Incidents**

**4.5** (1) A critical incident is:

(a) an incident resulting in serious harm (loss of life, limb, a vital organ or function

of any limb or vital organ) to the patient, or a significant risk thereof; or

(b) clinic, equipment or process failures that could result in harm including but

but not limited to transfer of pathogens between contaminated items and individuals.

(2) Where a member has experienced a critical incident during the practice of dentistry, the member must file a critical incident report with the Quality Assurance Committee, immediately following appropriate management of the incident, indicating the details, circumstances and any action taken to mitigate repetition of the incident.

(3) The Quality Assurance Committee will maintain a register of incidents, review the incidents, act as deemed necessary and provide reports to council.

**Prescription Review Program**

**4.6** (1) The College mayparticipate in the Prescription Review Program established in Saskatchewan.

(2) For the purposes of this section, “Drugs” mean the drugs listed in the Panel of Monitored Drugs under the Prescription Review Program bylaw of the College of Physicians and Surgeons of Saskatchewan.

(3) The Prescription Review Program shall apply to all dosage forms of “Drugs”.

(4) Prescriptions for “Drugs” shall be prescribed and dispensed by a member according to the policies and procedures agreed to by the College of Dental Surgeons of Saskatchewan, the College of Physicians and Surgeons of Saskatchewan, the Saskatchewan Registered Nurses’ Association and the Saskatchewan College of Pharmacy Professionals;

(a) In order to prescribe “Drugs” a member shall complete a written prescription

which meets federal and provincial legal requirements and includes the following:

(i) the patient's date of birth;

(ii) the patient's address;

(iii) the total quantity of medication prescribed, both numerically and in

written form;

  (iv) the patient's health services number; and

(v) the prescriber's name and address.

  (b) For the purpose of this bylaw, "written prescription" includes an electronic

prescription that meets the requirements for electronic prescribing

pursuant to the Pharmacy Act?.

1. A member who prescribes “Drugs” and who provides the prescription directly to a pharmacy by electronic prescribing, by email or by fax, or who transmits a prescription in accordance with the policies and protocols of the Pharmaceutical Information Program, need not include both the quantity numerically and in written form.
2. Members shall only prescribe part-fills of “Drugs” if the following information is specified in the prescription:

(i) the total quantity;

  (ii) the amount to be dispensed each time; and

(iii) the time interval between fills.

1. Members shall keep a record of all “Drugs” that are purchased or obtained for the member's practice and that are dispensed, administered or furnished to a patient in or out of the member’s office. That record, kept separate from the patient's oral health record, must show:

(i) the name, strength and quantity of the “Drug” purchased or obtained;

(ii) the name, strength, dose and quantity of the “Drug” administered or

furnished;

(iii) the name and address of the person to whom the “Drug” was

administered or furnished, and, if applicable, the name and address of

the person who took delivery of the “Drug”; and

(iv) the date on which the “Drug” was purchased or obtained and the

date(s) on which the “Drug” was administered, furnished or

otherwise disposed of.

(5) The registrar or designate may gather and analyze information pertaining to the prescribing and dispensing of “Drugs” for the purpose of limiting the inappropriate prescribing or dispensing of “Drugs” or the inappropriate use of “Drugs”.

(6) The registrar or designate may, among other activities:

1. provide education for members regarding appropriate prescribing and dispensing practices;
2. alert members to possible inappropriate use of “Drugs” by patients to whom they have prescribed or dispensed those “Drugs”;
3. alert members to possible inappropriate prescribing or dispensing of “Drugs”;
4. make recommendations to members with respect to their prescribing and “dispensing practices for “Drugs”;
5. require a member to provide explanations, within 14 days of receipt of such a request for information, of his or her prescribing and dispensing of “Drugs” and in making requests for explanations, the registrar or designate may require the member to provide:

(i) information about the patient;

(ii) the reasons for prescribing and/or dispensing to the patient; and

1. any knowledge which the member may have about other narcotics or

controlled medications being taken by the patient;

(f) cause information, concerns or opinions of general application to the dental

profession to be communicated to members without identifying any member

to whom that information relates; and

(g) provide information gathered within the Prescription Review Program to another

health professional regulatory body, including the Saskatchewan College of

Pharmacy Professionals, the Saskatchewan Registered Nurses’ Association or the College of Physicians and Surgeons of Saskatchewan, provided that the information to be gathered is required by that body to perform and carry out the duties of that body pursuant to an act with respect to regulating that profession.

1. Where the personal health information gathered under clause (6)(g) relates to a member of the health professional body that is seeking disclosure, disclosure by the registrar of that information may be made only in accordance with The Health Information Protection Act, subsection 27(5).
2. The College may enter an agreement with a person or organization to do any or all of the

following:

1. access and analyze information in the Prescription Review Program database

pertaining to members’ prescribing and dispensing of “Drugs”;

1. advise the College of concerns pertaining to members’ prescribing and dispensing of “Drugs”;
2. advise the College of possible inappropriate use of “Drugs” by patients to

whom members have prescribed and dispensed those “Drugs”;

1. provide general education to the College and its members pertaining to prescribing and dispensing of “Drugs”; and
2. alert the College to possible inappropriate use of “Drugs” by patients to whom a member has prescribed or dispensed those “Drugs”.

**PART V – COMPLAINT RESOLUTION PROCESS**

**5.1** (1) The Professional Conduct Committee pursuant sections 25.2-31 of the Act and Professional Conduct Committee Policy will consider:

(a) complaints or concerns identified by council or the registrar; or

(b) concerns or written complaints from the public, members or an agency.

(2) Upon receiving a concern or complaint, the Professional Conduct Committee, with the

assistance of the employees of the College, shall review and investigate the concern or

complaint using any steps necessary, including obtaining the assistance of third parties.

(3) Following investigation, the Professional Conduct Committee shall make a report to the

Discipline Committee recommending:

1. The Discipline Committee hear and determine the Formal Complaint as set out in the written report of the Professional Conduct Committee; or
2. No further action be taken with respect to the matter because, in the opinion of the Professional Conduct Committee:

(i) The matter has been resolved with the agreement of the member and

the complainant; or

(ii) The facts of the matter do not warrant the matter proceeding; or

(iii) The member has agreed to a confidential Consent to Conditions to

adequately address the matter.

(4) The confidential Consent to Conditions Agreement may include, but is not limited to:

(a) fines or charitable donations;

(b) specified assessments and remediation;

(c) refunds of payments for services;

(d) fitness to practice assessment and treatment;

(e) release of necessary information, in a Consent to Conditions Agreement,

to any facility in which the member practices and to any organization in

which the member holds office, to facilitate scheduling of practice and

monitoring the performance regarding conditions and responsibilities in the

Consent to Conditions Agreement;

(f) specified audits for a specified time;

(g) specified advertising content previews for a specified time;

(h) apologies;

(i) publication of some or all the conditions;

(j) administrative suspension of license if conditions are not fulfilled.

(5) A Consent to Conditions agreement will include a review process.

(6) The Professional Conduct Committee may determine that a Consent to Conditions

agreement has not been fulfilled and that the member’s name may be published on the College public website under ‘not in good standing’.

(7)  Subject to the Act and these Bylaws, the Professional Conduct Committee may develop policy to conduct its operations.

(8) Subject to the Act and these Bylaws, the Professional Conduct Committee must annually report to council as to the complaints received and the disposition of such.

(9)  Subject to the Act and these Bylaws, the Discipline Committee may develop policy to

conduct its operations.

(10) Subject to the Act and these Bylaws, the Discipline Committee must annually report to

council as to the formal complaints they receive and the disposition of such.