**Acting Interim Registrar Position – Update December 2023**

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
* Continuing Competency Program management
* Statutory Regulatory Committees management
* Meetings representation – CDSS Council, CDSS Executive Council, CDSS Finance Governance HR, CDSS PCC, CDRAF, NIRO, CEO and Registrars, College of Dentistry (Admissions, Curriculum, Faculty), Sask Polytechnic, APAC, SDTA, SDHA
* Subject Matter Expert with respect to dentistry; regulation; and the Act, bylaws, standards.
* Report to Council

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
* October 90 hours (12 days) = 3 days / week
* November 117 hours (15.6 days) = 3.9 days / week
* December 105 hours (14 days) = 3.5 days / week
* Total Average 2.9 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
* October 3 days
* November 1 day (Palm Springs 3 days) – CDSS Staff Sick 1 day
* December 3 days

Time Allocation

* Day to Day Activities (email communication, registration and licensing, complaint process, meetings) ~55%
* Projects (regulatory bylaws; umbrella legislation; alignment of standards, policies, and processes; permits; registrar task calendar; registrar position manual) ~45%

**2.**

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

The draft Regulatory Bylaws were sent to the ministry approximately one week after the Fall Council meeting. The good news – the draft was well received and expediently returned by the ministry with few suggested changes. The bad news – although I had sent a general summary of changes, the ministry requested a side by side detailing each individual change. The draft is 18 pages and recorded approximately 1800 changes. A Christmas miracle – the Coordinator of Professional Standards and Complaint Process, Lisa Cassidy, finished the seventy plus page side by side document just before Christmas. The intention is to address the suggested changes from the ministry and to include some of the best practices from the proposed RHPA umbrella legislation prior to resubmission.

**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 - complete
* Change of Practice Form amendments – complete
* 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 – in progress
* Complaint Form amendments - complete
* Complaint Process amendments with respect to Bill 120 Dental Discipline Act amendments – complete
* Jurisprudence and Ethics Course Website – in progress
* Proposed Umbrella Legislation Best Practices implementation – in progress
* College Database amendments – in progress

DZ