

REGULATORY BYLAWS

**Pursuant to
The Dental Disciplines Act**

**SASKATCHEWAN
DENTAL
ASSISTANTS'
ASSOCIATION**



**Approved: January, 1998
Amended: May 10, 2002, September 6, 2006, January 31, 2009, March 18, 2010, May 12, 2015, October 24, 2022,
August 23, 2023**

The Regulatory Bylaws of the Saskatchewan Dental Assistants' Association (June 24, 2022) as cited are repealed and replaced by the following certified true copy of the bylaws finalized by the Council of the Saskatchewan Dental Assistants' Association on August 23, 2023.

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Regulatory Bylaws
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**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
REGULATORY BYLAWS**

REGISTRATION

1. Eligibility for Registration

- 1.1. A person may be registered as a registrant if the person:
 - 1.1.1. provides evidence of successful completion of a dental assisting program accredited by the Commission on Dental Accreditation of Canada and approved or deemed equivalent by the council; and
 - 1.1.2. provides evidence of successful completion of the Level II National Board Examination or the National Dental Assisting Examining Board Examination or examinations deemed equivalent by the council; and
 - 1.1.3. demonstrates competency as prescribed in subsection 3.1.; or
 - 1.1.4. if registered in any province or territory of Canada, provides evidence of intra oral dental assisting qualifications, holding a licence to practise in that jurisdiction within the preceding three years and provides evidence that the person is a registrant in good standing; and
 - 1.1.5. completes the prescribed application forms; meets current clinical registration requirements; and pays the fees set by the council; and
 - 1.1.6. provides references as required by the council.
- 1.2. A person may be registered as a licensee if the person:
 - 1.2.1. provides evidence of successful completion of an intraoral dental assisting program or a chairside dental assisting program and post-basic courses in intraoral dental assisting approved or deemed equivalent by the council; and
 - 1.2.2. provides evidence of successful completion of the Level II National Board Examination, or the National Dental Assisting Examining Board Examination and Clinical Practice Evaluation or examinations deemed equivalent by the council; and
 - 1.2.3. demonstrates competency as prescribed in subsection 3.1.; or
 - 1.2.4. if registered in any province or territory of Canada, provides evidence of intra oral dental assisting qualifications, holding a licence to practise in that jurisdiction within the preceding three years and provides evidence that the person is a registrant in good standing; and
 - 1.2.5. completes the prescribed application forms; meets current clinical registration requirements; and pays the fees set by the council; and
 - 1.2.6. provides references as required by the council.
- 1.3. A person who does not meet the requirements of subsection 1.1. or 1.2. may be considered for registration as a temporary restricted practising licensee as prescribed in section 4.

2. Categories of Licensure

- 2.1. "Regulatory body" refers to the Saskatchewan Dental Assistants' Association, or to any organization that supersedes this body. Licensure in the regulatory body shall consist of the following categories:
 - 2.1.1. full practising license;
 - 2.1.2. temporary restricted practising license;
 - 2.1.3. non-practising license.

3. Licensing at a Full Practise Status

- 3.1. A registrant is eligible for a full practising licence if the registrant:
 - 3.1.1. has met the requirements of section 1, subsection 1.1. or 1.2.;
 - 3.1.2. has been registered and licensed at practising status in good standing in Saskatchewan within three years preceding the date of application; or

- 3.1.3. has held a licence to practise in good standing in another province or territory of Canada or other country, within the three years preceding the date of application for a licence; or
- 3.1.4. has worked in an unregulated Canadian jurisdiction and met the requirements of clause 1.1.1. and 1.1.2. or 1.2.1. and 1.2.2. and can demonstrate current clinical practice in the field of dental assisting; or
- 3.1.5. has successfully completed an education program or re-entry program in dental assisting approved by the council within three years preceding the date of application for a licence; and
- 3.1.6. has completed the prescribed application forms; has met current clinical registration requirements; and pays the fees set by the council; and
- 3.1.7. provides references as required by the council.
- 3.2. Full practising licensure entitles a person to the following privileges:
 - 3.2.1. to receive a licence to practise dental assisting;
 - 3.2.2. to vote and hold office at the provincial level;
 - 3.2.3. to have voice and vote at the annual meetings of the regulatory body;
 - 3.2.4. to be appointed to committees at the provincial level;
 - 3.2.5. to use all services provided by the regulatory body;
 - 3.2.6. to use all services provided by the regulatory body
 - 3.2.7. to receive all publications of the regulatory body.
- 3.3. To maintain eligibility for renewal of licensure as a full practising licensee, a dental assistant must:
 - 3.3.1. have met the professional development requirements prescribed in section 13;
 - 3.3.2. complete the renewal forms; has met current clinical registration requirements; and submit fees as prescribed by the council; and
 - 3.3.3. notify the business office of all changes in name and contact information.
- 3.4. Full practising licensure carries obligations including but not limited to the following:
 - 3.4.1. to adhere to terms and conditions specific to that licence;
 - 3.4.2. to adhere to section 16; the regulatory body's code of ethics and section 17; standards of practice; and
 - 3.4.3. to use the established dental assistant "competency list" description as a guide for the practice of dental assisting.

4. Licensing at a Temporary Restricted Practise Status

- 4.1. A registrant is eligible for a restricted practising licence if the registrant:
 - 4.1.1. is a graduate of a dental assisting program prescribed in clause 1.1.1. or 1.2.1. but has not yet successfully completed the written examination prescribed in 1.1.2. or 1.2.2.; or
 - 4.1.2. is a registrant who does not provide evidence of sufficient training to qualify as a full practising licensee but is continued as a licensee in accordance with The Dental Disciplines Act; or
 - 4.1.3. is a registrant required to practice only under conditions specified in an order of the discipline committee as per subsection 34(1) of The Dental Disciplines Act; and
 - 4.1.4. has met competency requirements as prescribed in clause 3.1.2., 3.1.3., 3.1.4., or 3.1.5. and
 - 4.1.5. has completed the prescribed application forms; has met current clinical registration requirements; and pays the fees set by the council; and
 - 4.1.6. provides references as required by the council.
- 4.2. In the case of clause 4.1.1 a temporary restricted practising license may be granted for up to two years and may be extended due to extenuating circumstances by permission of the council.
- 4.3. Temporary restricted practising license entitles a person to the following privileges:
 - 4.3.1. to receive a restricted licence to practise dental assisting;
 - 4.3.2. to vote and hold office at the provincial level;
 - 4.3.3. to have voice and vote at the annual meeting of the regulatory body;
 - 4.3.4. to be appointed to committees at the provincial levels;
 - 4.3.5. to use all services provided by the regulatory body;
 - 4.3.6. to receive a copy of regulatory documents designed for distribution to a restricted practising license;
 - 4.3.7. to receive all publications of the regulatory body.
- 4.4. To maintain eligibility for renewal of licensure as a temporary restricted practising licensee, a dental

assistant must:

- 4.4.1. have met the professional development requirements prescribed in section 12;
 - 4.4.2. complete the renewal forms; meet current clinical registration requirements; and submit fees as prescribed by the council; and
 - 4.4.3. notify the business office of all changes in name and contact information.
- 4.5. Temporary restricted practising licensure carries obligations including but not limited to the following:
- 4.5.1. to adhere to terms and restrictions specified to that licence;
 - 4.5.2. to practise dental assisting procedures under the supervision of a dentist, licenced full practising dental assistant, registered dental hygienist, or dental therapist who is on site and able to assist.
 - 4.5.3. to only perform skills for which they have successfully completed formal training and are recorded with the SDAA;
 - 4.5.4. to adhere to section 16; the association's code of ethics and section 17; standards of practice; and
 - 4.5.5. to use the established dental assistant "competency list" description as a guide for the practice of dental assisting.
- 4.6. A change of status from a temporary restricted practising licence to a full practising licence may be acquired through:
- 4.6.1. providing evidence of successful completion of an examination or a training program approved by the council; and
 - 4.6.2. completion of the required forms and payment of the fees as prescribed by the council.

5. Listing as a Non-Practising Registrant

- 5.1. Non-practising license shall be limited to a person who:
 - 5.1.1. has been registered in accordance with section 1;
 - 5.1.2. has held a practising licence and was in good standing when last licensed with the regulatory body;
 - 5.1.3. does not intend to practise dental assisting in Saskatchewan;
 - 5.1.4. is granted upon completion of the prescribed application form; has met current clinical registration requirements; and payment of the fees set by the council.
- 5.2. Non-practising license entitles a person to the following privileges:
 - 5.2.1. to vote and hold office at the provincial level;
 - 5.2.2. to have voice and vote at the annual meeting of the regulatory body;
 - 5.2.3. to be appointed to committees at the provincial level;
 - 5.2.4. to use all services provided by the regulatory body;
 - 5.2.5. to receive all publications of the regulatory body.
- 5.3. A person who is licenced at non-practising status may not practise or hold themselves out as being entitled to practise dental assisting.
- 5.4. A non-practising licensee seeking a full or restricted practising licence, who has not practised for three to five continuous years prior to applying for a licence shall provide proof of professional development credit hours satisfactory to the council acquired during the twelve-month period immediately preceding the filing of application for change of status.
- 5.5. A non-practising licensee seeking a full or restricted practising licence, who has not practised for more than five continuous years prior to applying for a licence, shall be required to complete retraining programs as prescribed by the council.
- 5.6. A non-practising licensee seeking a full or restricted licence during the license year shall be required to pay the fee discrepancy and a change of status fee.

6. Suspension of Licensee

- 6.1. A person who has been suspended in accordance with *The Dental Disciplines Act* is prohibited from any practice as a dental assistant during the period of suspension.
- 6.2. Notwithstanding section 5.1.2 a licensee that has been suspended may continue as a non-practising licensee for the duration of the suspension and will be listed on the register as under suspension.

7. Expulsion of Licensee

- 7.1. A person who has been expelled in accordance with *The Dental Disciplines Act* will have their name stricken

from the record.

7.2. A person who has been expelled shall have no licensing rights and privileges in the regulatory body.

7.3. Appeal

8.3.1 An applicant who is issued an unfavourable decision by the Registrar may appeal the decision to the Council.

8.3.2 An appeal is to be made by filing a written Notice of Appeal to the Council within 30 days after the person receives notification of a decision of the Registrar. The Notice of Appeal must specify the reasons for the appeal.

8.3.3 On receiving a Notice of Appeal, the Council shall schedule a hearing, and shall give the applicant a written notice of the date, time and place of the hearing.

8.3.4 An applicant who appeals a decision under this section is entitled to appear with legal counsel at their own expense and make representations to the Council at the hearing.

7.4. Decision by Council

8.4.1 The Council shall decide the outcome of an appeal within 60 days after an appeal hearing.

8.4.2 Within 15 days after deciding an appeal, the Council shall give the applicant written notice of its decision.

8. Reinstatement

8.1. Reinstatement shall be in accordance with section 41 of *The Dental Disciplines Act*.

8.2. A person whose licence has been revoked by the council, or has automatically ceased by reason of a deficiency in professional development credits or non-payment of the annual licence fee may make application to be reinstated by submitting a completed application for reinstatement and accompanied by:

8.2.1. documentation of having met the requirements of section 1;

8.2.2. the applicable reinstatement fee as determined by the council;

8.2.3. the applicable annual licence fee;

8.2.4. proof of retraining or professional development credit hours satisfactory to the council, according to regulatory body's policy; and

8.2.5. any evidence the applicant desires the council to review in support of the reinstatement application.

8.3. Where a registrant's licence has been lapsed for more than a year, this registrant shall be required to make application to be reinstated at a practising status before being eligible to apply for a non-practising licensure.

8.4. Upon an application for reinstatement being submitted the council shall review the evidence submitted and exercise its discretion in the best interest of the public and may refuse, impose or waive conditions for reinstatement including examinations, payment of fees and penalties for late payment of fees.

8.5. The council may appoint a committee to conduct such additional investigations as it considers appropriate.

8.6. After reviewing the evidence submitted, and completing any additional investigations which it believes warranted, the committee shall submit a report to the Council which shall include the committee's opinion whether:

8.6.1. it is in the public interest to reinstate the applicant;

8.6.2. if the applicant is to be reinstated, what conditions, if any, should apply to the reinstatement.

8.6.3. If Council does not grant reinstatement, the person may appeal the decision as outlined in section 41 of *The Dental Disciplines Act*.

9. Courtesy Licence

9.1. The council will establish and maintain a register to be known as the courtesy register.

9.2. The registrar may register any person who is the holder of a current licence in dental assisting and is entitled

to practise as a dental assistant in a jurisdiction outside Saskatchewan, and desires registration solely for the purpose of:

- 9.2.1. presenting a training course; or
 - 9.2.2. conducting or engaging in a clinical presentation or research program under the sponsorship of an educational facility recognized by the council; or
 - 9.2.3. providing emergency services in the province of Saskatchewan during a public emergency.
- 9.3. The registrar shall in registering a person in the courtesy register show the purpose for which the person is registered and the period of duration of that person's licence, and may from time to time on application, extend the period of duration of the person's licence and amend the courtesy register accordingly.

APPROVAL OF EDUCATION PROGRAMS

10. Process for Approval

- 10.1. The council shall determine the criteria and procedure for the approval of dental assisting education programs.
- 10.2. The council shall ensure that the approval process is carried out not less than once every seven years.

EXAMINATIONS

11. Approved Examinations

- 11.1. The National Dental Assisting Board Examination offered by the National Dental Assisting Examining Board;
- 11.2. The National Board Examination offered by the Canadian Dental Assistants' Association up to and including November 1, 1997;
- 11.3. The Clinical Practice Evaluation offered by the National Dental Assisting Examining Board; or
- 11.4. Retraining programs approved by the council may be accepted as an alternative to the Clinical Practice Evaluation.

PROFESSIONAL DEVELOPMENT

12. Requirement for Professional Development

- 12.1. All registrants licensed to practise shall participate in professional development programs approved by the council.
- 12.2. Registrants licensed to practise shall acquire thirty-six (36) credit hours minimum per 3-year cycle, with a minimum of twenty (20) credit hours in Dental Assisting Clinical Practice, and sixteen (16) credit hours or more in Other Clinical Care or Skills Based Training.
- 12.3. Evidence, to be submitted annually to the regulatory body as to the completion of required training or attainment of education requirements, is the responsibility of individual registrants. Registrants have ninety (90) days from the date of training to submit credit hours to the regulatory body to receive credit.
- 12.4. All registrants licensed to practice shall participate in three hundred (300) clinical practice hours every three (3) year cycle.
- 12.5. Registrants licensed to practice must attain one approved infection control prevention and control training annually.
- 12.6. Registrants licensed to practice must hold a current cardiopulmonary resuscitation (CPR) certificate.
- 12.7. 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 their professional development cycle extended. It is the responsibility of the licensee to apply in writing to the registrar for the extension of the cycle, as soon as possible prior to the completion of the present three-year cycle.
- 12.8. Professional Development taken as a result of a Council or Discipline Committee ruling cannot be used towards the total number of credits necessary to satisfy the mandatory Professional Development requirement.

STATUTORY COMMITTEES

13. Statutory Committees

- 13.1. The statutory committees of the association shall be the professional conduct committee; and the discipline committee.
- 13.2. Subject to subsection 28(2) and 32(4) of *The Dental Disciplines Act*, no appointee shall serve on both the professional conduct committee and the discipline committee concurrently.

14. Professional Conduct Committee

- 14.1. The membership of the professional conduct committee shall consist of two full practising registrants; and one member at large.
- 14.2. The professional conduct committee shall be appointed by the council.
- 14.3. The committee shall keep in confidence, all documentation and information received.

15. Discipline Committee

- 15.1. The membership of the discipline committee shall consist of two full practising registrants; and one public member.
- 15.2. The discipline committee shall be appointed by the council.
- 15.3. Subject to subsections 9(1) and 32(3) of *The Dental Disciplines Act*, the public member shall be one of the councillors appointed by the Lieutenant Governor in Council.
- 15.4. The chairperson of the discipline committee shall be appointed by the council.
- 15.5. The discipline committee shall review each complaint referred by the professional conduct committee.
- 15.6. The committee may find a registered dental assistant guilty of professional incompetence and/or professional misconduct in accordance with section 26 and section 27 of *The Dental Disciplines Act*.
- 15.7. The discipline committee's written report upon conclusion of a disciplinary hearing shall include the following:
 - 15.7.1. charges;
 - 15.7.2. verdict of guilt or innocence; and
 - 15.7.3. summary or rationale of decision in determination of the verdict of guilt or innocence.
- 15.8. Where the committee determines that the person is not guilty of professional incompetence and/or professional misconduct, written notice that the complaint has been dismissed shall be provided to:
 - 15.8.1. the person who was the subject of the report;
 - 15.8.2. the person who made the report; and
 - 15.8.3. any persons contacted about the complaint during the process of hearing the complaint.
- 15.9. A summary of the outcome of a discipline hearing where the registrant has been found guilty shall be provided to the registrants of the Saskatchewan Dental Assistants' Association, provincial dental assisting professional associations and/or regulatory authorities.
- 15.10. Findings of the discipline committee are matters of public interest and where the committee determines that a registrant is guilty of professional incompetence or professional misconduct, the committee shall ensure that a summary of the decision, in which no personal information is disclosed concerning any person other than the registrant with respect to whom the decision is made, be reported in the association's publication and posted on the association's website.
- 15.11. The committee shall hold all hearings in Saskatoon unless directed by the council.

CODE OF ETHICS AND PRACTICE STANDARDS

16. Code of Ethics

The Code of Ethics for dental assistants prescribed by the council shall be adopted from the Canadian Dental Assistants' Association Code of Ethics, most current edition.

17. Standards of Practice

- 17.1. All licensees shall display their license of qualification with the regulatory body in a conspicuous place on the premises of their employment.

- 17.2. All licensees shall use established dental assistant “competency list” description as a guide for the practice of dental assisting.
- 17.3. All licensees shall abide by the Code of Ethics and shall hold responsibility for their ethical practise and procedures.
- 17.4. Individual dental assistants should not perform any skills for which they do not feel competent.
- 17.5. All licensees shall work in co-operation with colleagues and other health care disciplines.
- 17.6. All licensees shall advise the council of any incompetent, illegal or unethical conduct by colleagues or others who work in the health care professions.
- 17.7. All licensees shall respect privacy and confidentiality, except as is required in the performance of professional duties, of all privileged or personal information about patients, colleagues and other health care personnel.

18. Public Register

- 20.1. The Registrar may maintain the register required to be kept pursuant to subsection 19(1) of the Act in an electronic form and shall, in addition to the information required to be included in accordance with that subsection, include the following information with respect to each registrant:
 - (a) registrant name;
 - (b) license number;
 - (c) current licensure status.

APPENDIX I - CDAA CODE OF ETHICS

PREAMBLE

The Code of Ethics of the Canadian Dental Assistants' Association is intended for use in the practice of dental assisting as a guide for professional conduct and for ethical decisions.

The Code of Ethics reflects the values of the profession of dental assisting based on the principles of veracity, integrity and respect. The Code is intended for application in all clinical, educational, administrative and institutional settings. It is the obligation of all dental assistants to be familiar with the Code and incorporate its guidelines and obligations in their practice. Adherence to the Code will maintain public trust in our profession.

By endorsing and complying with the Code of Ethics, dental assistants will ensure that ethical commitments to patients, the public, community and the profession are fulfilled. The Code shall be a guideline to augment the licensing / certifying and regulating policies within each federal, provincial and territorial jurisdiction.

PRACTICE OF A DENTAL ASSISTANT

As multi-skilled professionals, dental assistants possess a diverse knowledge base and apply clinical skills, administrative principles and practitioner autonomy through assignment and delegation of duties within provincial legislation. Dental assistants communicate effectively and collaborate with all members of the oral health care team in the delivery of patient-centred care. Dental assistants are educated professionals who maintain technical competence through advanced or continuing education.

RESPONSIBILITIES TO PATIENTS

Confidentiality

The dental assistant shall protect and maintain the confidentiality of all patient records and respect a patient's right to privacy and dignity within legal limits and professional responsibilities. Further, they will ensure that all confidential and proprietary information acquired in the course of duty is used solely in the patient's best interests.

Informed Consent

The primary health care provider may delegate to the assistant the responsibility to explain treatment recommendations to the patient. The dental assistant will provide information to the extent of their knowledge to assist the patient in understanding the proposed treatment options. The dental assistant will obtain informed consent, respect the patient's autonomy and their right of choice.

Dental Jurisprudence

Dental assistants shall endorse and uphold their legal obligations (local, provincial, territorial and federal) as they pertain to dentistry and the laws of Canada.

The relationship between the dental patient and the dental assistant is one of trust, morality and responsibility. The dental assistant will uphold these fiduciary responsibilities and protect the best interests of the patient at all times.

In all clinical, educational, institutional and emergency situations, the dental assistant shall maintain the standards of care in a reasonable, prudent, and professional manner.

Acts of omission and commission that cause injury or harm to a patient will be considered professional negligence.

Accountability

The dental assistant has an ethical responsibility for all procedures they perform during the delivery of patient care. Full disclosure to the proper authorities of any problems arising during the provision of care is required.

Comfort and Welfare

The dental assistant will provide optimum oral health care to all patients with a focus on the health, welfare and

security of the person.

RESPONSIBILITIES TO THE PUBLIC AND COMMUNITY

Human Rights

The dental assistant will uphold the principles of dignity, equity, fairness and respect for all individuals.

Environmental Protection

The dental assistant will take every measure in the fulfillment of their duties to minimize their impact on the environment and to promote environmentally friendly practices.

Community Participation

The dental assistant will contribute, through education and service, to promotional activities and initiatives designed to advance oral and general health care knowledge and service.

RESPONSIBILITIES TO THE PROFESSION

Equality Among Professionals

The dental assistant shall assume the responsibilities and ethical obligations required to provide and promote quality oral health care and service.

The dental assistant shall be open and honest in all relationships with members of the oral health care team and the public.

Representation

Dental assistants are recognized by the public as a distinct health care profession. Therefore, the dental assistant has a responsibility to uphold the highest principles and standards of the profession, promoting the profession in the advancement of quality oral health care and service.

Professional Conduct

The dental assistant will perform, to the highest standards, only those duties within assigned authority as outlined in licensing / certifying and regulating legislation within the provincial, territorial or federal jurisdictions governing professionals.

Dental assistants will endeavour to protect the profession, the oral health care team and the public by reporting to regulatory authorities all actions that contravene provincial, territorial or federal jurisdictions.

The dental assistant has an obligation to maintain licensure, and to support and participate in the initiatives of the local, provincial and national professional associations. The dental assistant will maintain and comply with legislation / regulation and relevant continuing education requirements to remain in good standing with their representative professional bodies and regulatory authorities.

The dental assistant shall not compromise the reputation of the profession by dishonest or illegal behaviour and shall not misrepresent qualifications or abilities in the fulfillment of their duties and obligations.

Independent Functioning and Autonomy

The dental assistant shall assume all responsibility for functions legally delegated to dental assistants within their respective provincial, territorial and federal jurisdictions. The dental assistant will promote a scope of practice suited to the knowledge and experience attained or attainable by members of the profession and always in the interest of patient welfare.

Collaborative Relationships

The dental assistant will co-operate with all members of the oral health care team in the best interests of patient

health and welfare.

Contributions

The dental assistant will support the mission, goals and objectives of their local provincial and national associations. Dental assistants will contribute time, skill, talent and expertise to these associations throughout their careers, for the betterment of successive generations of professional dental assistants.

Technological Advances and Continuing Education

The dental assistant will maintain continued competence, theoretical knowledge and awareness of technological advancements through education programs, professional literature and peer associations.

The dental assistant will maintain and practice the highest standards of competence and proficiency in the performance of their duties and will encourage the sharing of new methods, education and knowledge.

Research

The dental assistant will support and pursue legitimate research as it pertains to the profession of dental assisting, and the advancement of oral health.

Certified True Copy: _____
Registrar

Date: June 29, 2023

Approved: signed by Honourable Paul Merriman, _____
Minister of Health

Date: August 23, 2023