

**NEW BRUNSWICK DENTAL SOCIETY RULE 1**  
**REQUIREMENT FOR REGISTRATION FOR DENTISTES**

1. The dentist must complete and submit an application form in either official language.
2. The dentist must meet the following requirements and provide proper documentations with the application proving eligibility:
  - i) Hold a degree from an accredited school of dentistry or complete the NDEB equivalency process if graduated from a non accredited school.
  - ii) Hold the the National Dental Examining Board of Canada certificate.
  - iii) Apply for Malpractice Insurance under the malpractice plan of the Canadian Dental Association as master policy holder which plan is administered by Canadian Dental Service Plans Inc (CDSPI) in the minimum amount of *three* million dollars.
  - iv) If currently or previously licensed in another jurisdictions, the applicant must be in good standing in these jurisdictions and must not be the subject of any pending complaint or sanctions that would result in the suspension, revocation, or cancellation of the applicant's registration or license to practice dentistry. The applicant is not entitled to be registered pending the final outcome. Applicants applying for temporary license for educational or or research purpose are required to provide letters of good standing only from current licensing jurisdictions.
  - v) Be legally allowed to work as a dentist in Canada
  - vi) Do not pose risk to vulnerable population
3. Applicable registration fee must be paid at the time of registration and are not refundable.
4. Repealed
5. In addition to the requirements above, a specialist must:
  - i) Be a graduate of an CDA/ADA accredited dental program in a specialty recognized by the Canadian Dental Association
  - ii) provide proof of having successfully completed the National Dental Specialty Examination (NDSE).
  - iii) If the applicant doesn't hold the NDEB certificate, a restricted license to the specialty only will be issued.
6. The applicant must submit all documents to the Registrar prior to the scheduling of an interview at which time the license will be approved.

7. Lapse of Practice/Non-Initial Licensure

- i) Any dentist last licensed by another Canadian Dental Regulatory Authority (the “last jurisdiction”), and not licensed in that last jurisdiction within three years (the “lapsed license”), in addition to proving good standing in that jurisdiction, must satisfy the Registrar that they are currently eligible for licensure in the last jurisdiction.
- ii) Any New Brunswick dentist who has lapsed their license for more than three years, in addition to good standing, must be approved by the Registrar’s office upon satisfying the conditions set by the registrar.
- iii) Any dentist who has permitted their Canadian license to lapse for less than three years, in addition to demonstrating good standing, must complete thirty (30) hours of continuing education per lapsed year. In the case of a general dentist, the continuing education must be relevant to all facets of the general dentist’s scope and in the case of a specialist, at least fifty (50) per cent must be related to the specialty. The continuing education must comply with Rule 2 and the CE requirements document.
- iv) Any applicant who passed the NDEB exam over 3 years before applying for initial licensure in Canada must take the following NDEB exams: AFK, ACJ, NDECC within the 3 years prior to the licensing application.
- v) Any New Brunswick dentist who has lapsed their NB license and who are or were licensed within the last three years in another Canadian jurisdiction must prove that they are in good standing with that jurisdiction.

## RULE 2

### NEW BRUNSWICK DENTAL SOCIETY MANDATORY CONTINUING EDUCATION EXIGENCES EN MATIÈRE DE FORMATION DENTAIRE CONTINUE

#### Dentists

As a prerequisite for ongoing licensure in New Brunswick, dentists will be required to obtain a minimum credit level of NBDS recognized continuing education credits as approved by the Board.

CE credits obtained prior to the beginning of a cycle do not count toward the requirements for that cycle.

Full-time university students, graduates, post-graduates and hospital residents are exempted from these requirements until successful completion of their program. In these cases, the cycle will commence on the date of graduation or completion of the program with a pro-rated requirement.

For licensed specialists, at least 50% of the required credits must be acquired through programs pertaining to the specialty in which the dentist is certified.

#### REPORTING & ELIGIBILITY OF CREDITS

It is the member's responsibility to ensure that credits for each continuing education course/program are reported accurately.

Records for each member will be maintained by the NBDS from the accurate information reported by members. Falsification of any information will be considered professional misconduct.

#### Dentistes

Comme condition préalable au permis permanent au Nouveau-Brunswick, les dentistes devront obtenir un minimum de crédits de cours de formation continue reconnus par le Conseil de la SDNB.

Les crédits de formation continue obtenus avant le début d'un cycle ne sont pas acceptés pour satisfaire aux exigences de ce cycle.

Ces dispositions ne s'appliquent pas aux étudiants universitaires à plein temps, aux étudiants de deuxième et troisième cycle et aux internes jusqu'à l'achèvement de leurs programmes. Dans leur cas, le cycle commencera à la date de l'obtention du diplôme ou l'achèvement du programme avec les exigences fixées au prorata.

Pour les spécialistes titulaires de permis, au moins 50 % des crédits exigés doivent être acquis dans le cadre de programmes liés à la spécialité dans laquelle le dentiste est agréé.

#### LE RAPPORT ET L'ADMISSIBILITÉ DES CRÉDITS

Il appartient aux membres de faire en sorte que les crédits de chaque cours ou programme de formation continue soient notés avec exactitude.

La Société tiendra le dossier de chaque membre, selon l'information fournie par ces derniers. Toute falsification sera considérée comme une faute professionnelle.

CE credits in excess of those required in a cycle cannot be carried forward to the next cycle. There may, however, be situations where exceptions are made at the discretion of the Registrar's office.

The NBDS recognizes that there are many valid forms of self-directed continuing education and also recognizes that without standardized testing, the true level of continuing competence cannot be fully assessed. However, **for the purposes of monitoring the following sponsors of continuing education courses/seminars/lectures would be accepted for CE credits, on an hour for hour credit basis.**

- (a) All accredited dental schools, universities and colleges.
- (b) Provincial, state and national dental events, as well as those coordinated by a regional society of the New Brunswick Dental Society.
- (c) Study clubs which have received approval from the New Brunswick Dental Society.
- (d) All Federal Government health agencies, including the military service.
- (e) All Provincial or local government departments of health or public health.
- (f) All hospitals accredited by the Canadian Council of Hospital Accreditation.
- (g) National or international dental organizations recognized by the Canadian Dental Association or the American Dental Association or the N. B. Dental Society (ie. AGD, FDI etc.)
- (h) Other health care organizations.
- (i) Other sources as set in the CE requirements document.

Les crédits de formation continue excédant le nombre requis dans un cycle ne peuvent être reportés au cycle suivant. Des exceptions peuvent toutefois être faites, à la discrétion du bureau du registraire.

La SDNB reconnaît qu'il existe de nombreuses formes de formation continue autodirigée. Elle reconnaît également qu'il est impossible d'évaluer pleinement le niveau réel de compétences sans avoir recours à des tests normalisés. Cependant, **à des fins de contrôle,** les promoteurs suivants **de cours, colloques ou conférences de formation continue seront reconnus ainsi que les crédits équivalant au nombre d'heures de cours :**

- a) Toutes les écoles d'art dentaire, les universités et les collèges agréés.
- b) Les assemblées de niveau provincial, national et d'état ainsi que celles des sociétés régionales de la Société dentaire du Nouveau-Brunswick.
- c) Les cercles d'étude approuvés par la Société dentaire du Nouveau-Brunswick.
- d) Tous les organismes de santé du gouvernement fédéral, y compris le service militaire.
- e) Tous les ministères provinciaux ou services municipaux de santé ou d'hygiène publique.
- f) Tous les hôpitaux agréés par le Conseil canadien d'agrément des établissements de santé.
- g) Les organisations dentaires nationales ou internationales reconnues par l'Association dentaire canadienne, l'American Dental Association ou la Société dentaire du Nouveau-Brunswick (ex. l'AGD, la FDI, etc.)
- h) D'autres organisations de soins de santé.
- i) Autres sources telles que définies dans le document des exigences de la formation continue

## **PROVINCIAL ANNUAL & NBDS BOARD OF DIRECTORS MEETINGS**

Regional Society meetings NBDS Annual meetings and NBDS Board of Directors meetings will qualify for credits.

## **STUDY CLUBS**

Study clubs, approved by the Registrar, must maintain attendance records for members and provide certificates to the attendees.

## **ONLINE COURSES AND PROFESSIONAL READINGS**

Online courses qualify for an appropriate number of hours of continuing if they are supported by a certificate. Total credits **will be determined by the sponsor.**

Online continuing dental education that are not verified with a certificate must be approved the registrar to qualify for credits.

### **NOTE:**

Questions pertaining to the continuing education requirements should be directed to the office of the Registrar.

All sections of the continuing education guidelines are subject to periodic review by the Registrar and the Board.

## **ASSEMBLÉES ANNUELLES PROVINCIALES ET RÉUNIONS DU CONSEIL D'ADMINISTRATION DE LA SDNB**

Les assemblées annuelles provinciales et régionales, ainsi que les réunions du conseil d'administration de la SDNB procureront des crédits.

## **CERCLES D'ÉTUDE**

Les cercles d'études approuvés par le registraire doivent tenir la fiche de présence des membres et fournir des certificats aux participants.

## **COURS EN LIGNE ET LECTURES PERTINENTES**

Les cours en ligne sont acceptés pour un nombre approprié d'heures de formation continue si ils sont supporté par un certificat. Le nombre total **sera déterminé par le sponsor.**

La formation dentaire continue qui n'est pas vérifiée par un certificat doit être approuvée par le registraire pour être admissible aux crédits.

### **NOTE :**

Les questions relatives aux exigences en matière de formation continue devraient être adressées au bureau du registraire.

Tous les articles des lignes directrices en matière de formation continue peuvent être révisés périodiquement par le registraire et le conseil d'administration.

## **FAILURE TO PROVIDE EVIDENCE OF THE CE CYCLE REQUIREMENT**

Failure to provide the NBDS with evidence of compliance with the cycle requirement in continuing dental education will lead to non-renewal of the licence to practise dentistry in New Brunswick until all requirements are met, unless compelling reasons, such as sickness or serious family or other situations, can be shown to have prevented the member from complying with this requirement.

Unless a situation as described above exists and is accepted by the Registrar's office, the following protocol will apply:

(a) The members will be notified by email, not later than January 31, that they have not met the requirement regarding mandatory continuing dental education for the cycle and that their licences will be suspended if the required material is not made available by March 1st.

(b) The members will be required to forward evidence of the required number of credits or provide evidence of extenuating circumstances which may have prevented attainment of the required credit hours by March 1st for consideration by the Registrar's office.

(c) The member will be informed by email that as of March 1st their license has been suspended and that the registrar has filed a complaint to the complaint committee.

## **MANQUE DE PREUVE D'AVOIR SATISFAIT AUX EXIGENCES DU CYCLE DE LA FC**

Une personne qui néglige de fournir à la SDNB la preuve d'avoir satisfait les exigences du cycle en formation dentaire continue se verra refuser le renouvellement de son permis d'exercer la profession dentaire au Nouveau-Brunswick, jusqu'à ce que toutes les exigences soient satisfaites, à moins qu'il soit démontré que des raisons sérieuses telles que la maladie, de graves problèmes familiaux ou autres situations l'ont empêchée de se conformer aux exigences.

À moins d'une situation telle que mentionnée ci-dessus et acceptée par le bureau du registraire, les modalités suivantes seront appliquées :

a) Les membres seront avisés par courriel au plus tard le 31 janvier qu'ils ou elles n'ont pas satisfait aux exigences en matière de formation dentaire continue obligatoire pour le cycle et leurs permis ne seront pas renouvelés si l'information demandée n'est pas reçue au plus tard le 1er mars .

b) Les membres devront faire parvenir la preuve de l'obtention du nombre requis de crédits or fournir la preuve de circonstances atténuantes qui ont pu empêcher d'obtenir le nombre requis d'heures-crédits au plus tard le 1er mars pour être étudiée par le bureau du registraire.

c) Le membre sera informé par courriel qu'à compter du 1er mars que son permis a été suspendu et que le registraire a déposé une plainte au comité des plaintes.

## Continuing Education Credits

1. The N.B.D.S. recognizes the following credit levels as the minimum level to be obtained by members of the dental care profession under its jurisdiction:

1.1 **Dentists** will need to obtain a minimum level of credits per cycle as determined by the continuing education guidelines.

1.2 Repealed - February 2024

1.3 (a) AGM - Attendance of the continuing education component of the Provincial AGM and NBDS Business meeting will qualify a member for a maximum of 15 credit hours per year (9 credits in approved courses and activities and 6 credits designated for attendance of the business meeting).

1.3 (b) Regional Meetings – Members who attend regional meetings will receive 3 credits per meeting.

1.3 (c) Extra-Provincial Meetings – Representatives attending extra-provincial meetings on behalf of the NBDS will receive 6 credit hours per day of meetings.

1.3 (d) NBDS Board Meetings – Members attending Board Meetings will receive a minimum of 4 credit hours and a maximum of 6 credit hours per day of meetings (exclusive of meals).

1.4 Self-Study courses and Professional Readings not accompanied by a sponsor corrected quiz will qualify for 1/2 a credit per hour.

## Crédits de la formation continue

1. Les membres de la profession dentaire adhérant à la SDNB doivent obtenir au minimum les nombres d'unités suivants :

1.1 Les **dentistes** doivent obtenir un minimum unités par cycle tel que déterminés par lignes directrices de la formation continue.

1.2 Abrogée - Février 2024

1.3 (a) AGA – La présence à la partie sur la formation continue de l'AGA provinciale et de la réunion de la SDNB procure au membre un maximum de 15 heures-crédits par année (9 unités pour les activités et cours approuvés et 6 unités désignées pour la présence à la réunion).

1.3 (b) Réunions régionales – Les membres qui assistent aux réunions régionales obtiendront 3 unités de formation par réunion.

1.3 (c) Réunions à l'extérieur de la province – Les personnes représentant la SDNB à des réunions à l'extérieur de la province recevront 6 heures-crédits par journée de réunion.

1.3 (d) Réunions du conseil de la SDNB – Les membres assistant aux réunions du conseil d'administration obtiendront au minimum 4 heures-crédits et au maximum 6 heures-crédits par journée de réunion (repas exclus).

1.4 Les cours d'enseignement individuel et les lectures professionnelles non accompagnés d'un examen corrigé par un répondant procurent une demi-unité par heure.

## **CE REQUIREMENT INITIAL LICENSURE OR REINSTATEMENT**

Any dentist applying for licensure in New Brunswick or re-licensure who is not currently licensed with another Canadian Regulatory Authority, shall submit to the Registrar's Office proof of thirty (30) hours of continuing education credits per each year or the pro-rated portion thereof, in which the applicant has not been licensed and in good standing. Non-initial applicants shall satisfy the Registrar's Office that such continuing education credits are relevant to all facets of a general dentist's scope of practice; where the applicant is a specialist, the continuing education credits shall be at least fifty (50) per cent related to his or her specialty.

## **CE FOR INSTRUCTORS**

Dentists who have received prior approval from the Registrar to offer continuing education courses are entitled to obtain continuing education credits for the preparation and development of the course, as well as continuing education credits associated with the course. Regarding preparation and development, applicants are entitled to claim two hours for each hour of instruction to a maximum of eight hours. CE credits for the preparation of a specific course can only be claimed once.

## **NON APPROVED COURSES**

If pre-approval of a course is not sought as provided for in the above section 1.6, dentists shall only be entitled to 1/3 of the continuing education credits which would have been awarded had the course been pre-approved by the Registrar.

2. Repealed

## **CE REQUIREMENT DOCUMENT**

Members must refer and comply with to the "CE requirements " document.

## **ÉXIGENCE DE FORMATION CONTINUE POUR DEMANDE DE PÉRMIS INITIAL OR RETABLISSEMENT DE PÉRMIS.**

Les dentistes non membres d'un organisme canadien de réglementation professionnelle qui demandent un permis d'exercice au Nouveau-Brunswick doivent fournir au registraire la preuve qu'ils ou elles ont suivi trente (30) heures de formation continue par année de non-exercice de la profession, ou l'équivalent calculé proportionnellement à la période de non-exercice de la profession. Les candidats n'ayant pas de permis initial doivent démontrer au registraire que leurs unités de formation continue sont reliées à tous les aspects du champ d'activité de dentiste généraliste. Pour les spécialistes, cinquante pour cent (50 %) des unités de formation continue doivent être reliées à la spécialité pour laquelle le permis d'exercice est demandé.

## **CREDIT DE FC POUR LES INSTRUCTEURS**

Les dentistes offrant des cours en formation continue et ayant obtenu l'approbation du registraire au préalable sont autorisés à obtenir des crédits de formation continue pour la préparation et le développement du cours, aussi bien que des crédits de formation continue liés au cours. Concernant la préparation et le développement, les demandeurs sont autorisés à réclamer deux heures pour chaque heure d'instruction jusqu'à un maximum de huit heures. Les crédits de FC pour la préparation d'un cours spécifique ne peuvent être réclamés qu'une seule fois.

## **COURS NON APPROVÉS**

Si l'approbation n'est pas obtenue au préalable selon l'article 1.6 ci-haut, les dentistes obtiendront seulement 1/3 des heures-crédits en formation continue qu'ils auraient reçues si l'approbation du registraire avait été obtenue au préalable.

2. Abrogée

## **DOCUMENT DES " EXIGENCES DE LA FORMATION CONTINUE"**

Les membres doivent se référer et se conformer au document « Exigences CE ».

# Dental Assistants

## DENTAL ASSISTANTS CONTINUING EDUCATION REQUIREMENTS

7. All certified level II dental assistants must provide proof that they have completed a minimum of 12 continuing education credits by December 31st of the year in order to qualify for license renewal in the following year, with 6 of those being related to medical/dental issues.

Dental Assistants are responsible for uploading their CE certificates to the NBDS portal.

CE courses may include:

1. All accredited dental related programs, (including the NBDS conference sessions)
2. Local Provincial, National Dental, Dental Assisting/Hygiene Association sessions
3. Study clubs recognized by the NBDS Registrar
4. National Dental Specialty Organizations recognized by the CDA
5. First Aid and CPR
6. Other courses as approved by the Registrar

## FAILURE TO PROVIDE EVIDENCE OF THE CE CYCLE REQUIREMENT

Failure to provide the NBDS with evidence of compliance with the CE requirement in will lead to non-renewal of the licence until all requirements are met, unless compelling reasons, such as sickness or serious family or other situations, can be shown to have prevented the member from complying with this requirement.

Unless a situation as described above exists and is accepted by the Registrar's office, the following protocol will apply:

- (a) The person will be notified by email, not later than January 31, that they have not met the requirement regarding mandatory continuing dental education for the cycle and that their licences will not be suspended if the required material is not made available by March 1st.
- (b) The person will be required to forward evidence of the required number of credits or provide evidence of extenuating circumstances which may have prevented attainment of the required credit hours by March 1st for consideration by the Registrar's office.
- (c) The member will be informed by email that as of March 1st their license has been suspended.

# Aides-dentistes

## EXIGENCES DE FORMATION CONTINUE POUR LES AIDES-DENTISTES

7. Toutes les assistantes dentaires certifiées de niveau doivent fournir la preuve qu'ils/elles ont complété un minimum de 12 crédits de formation continue au 31 décembre de l'année afin de pouvoir bénéficier du renouvellement de leur permis pour l'année suivante, dont 6 étant liés au domaine médical/dentaire.

Les aides-dentistes sont responsables de télécharger leurs certificats CE sur le portail SDNB.

Les cours CE peuvent inclure :

1. Tous les programmes accrédités liés aux soins dentaires compris les séances de la conférence SDNB)
2. Séances des associations locales, provinciales, national de soins dentaires, d'assistance dentaire et d'hygiène
3. Clubs d'études reconnus par le registraire de la SD
4. Organisations nationales de spécialités dentaire reconnues par l'ADC
5. Premiers soins et RCR
6. Autres cours approuvés par le registraire

## MANQUE DE PREUVE D'AVOIR SATISFAIT AUX EXIGENCES DU CYCLE DE LA FC

Une personne qui néglige de fournir à la SDNB la preuve d'avoir satisfait les exigences de la FC ce verra refuser le renouvellement de son permis d'exercer jusqu'à ce que toutes les exigences soient satisfaites, à moins qu'il soit démontré que des raisons sérieuses telles que la maladie, de graves problèmes familiaux ou autres situations l'ont empêchée de se conformer aux exigences.

À moins d'une situation telle que mentionnée ci-dessus et acceptée par le bureau du registraire, les modalités suivantes seront appliquées :

- a) Les personnes seront avisés par courriel au plus tard le 31 janvier qu'ils ou elles n'ont pas satisfait aux exigences en matière de formation dentaire continue obligatoire pour le cycle et leurs permis ne seront pas renouvelés si l'information demandée n'est pas reçue au plus tard le 1er mars.
- b) Les personnes devront faire parvenir la preuve de l'obtention du nombre requis de crédits or fournir la preuve de circonstances atténuantes qui ont pu empêcher d'obtenir le nombre requis d'heures-crédits au plus tard le 1er mars pour être étudiée par le bureau du registraire.
- c) Le membre sera informé par courriel qu'à compter du 1er mars que son permis a été suspendu

## **RULE 3**

### **COMMUNICATION BETWEEN THE SPECIALIST AND REFERRING DENTIST**

Where it is determined by the specialist, that the referred patient requires additional dental care outside his or her specialty, the specialist shall confer with the referring dentist to determine if the patient's dental needs will be met by the referring general dentist or another specialist.

When treatment is completed by the specialist, a report shall be forwarded to the referring general dentist.**[June 7, 2023]**

## **RULE 4**

### **EDUCATIONAL LICENSURE**

#### **Dentistry Students**

1. Subject to any other provisions of the Act and Bylaws, a person meeting the following criteria may be entered in the educational register and shall receive a license to practice dentistry:
  - (i) The applicant shall apply for and complete the application form in either official language;
  - (ii) The applicant shall produce the following with the completed application form to the Registrar's office:
    - (a) Proof that the applicant is an undergraduate student who has successfully completed their "next to the last" year of a CDAC accredited and recognized dental program;
    - (b) Applicable registration fee payable at the time of registration.
2. The license shall be valid for (1) year and is not renewable.
3. The applicant to the Educational Register be permitted to perform the following restrictive duties (only) under the direct supervision of a member:
  - The use of a high volume suction tube
  - The holding of lights for the polymerization of photo sensitive resins
  - Take dental x-rays without posing a diagnosis
  - The application of dental plaque disclosing solutions, the giving of oral health instructions
  - The application of anti-cariogenic agents
  - The taking of al impressions for study models
  - The application and removal of a rubber dam
  - The placement of pit and fissure sealants
  - The placement and removal of matrices and wedges
  - Polishing prior to application of anti-cariogenic agents
  - Polishing of clinical crown of teeth, with rubber cup or brush
  - The application of topical anesthetic
  - Preparation and placement of treatment liners
  - Post operative suture removal
  - Placement and removal of separator between teeth
  - Scaling
  - Root planing
4. The applicants who are entered on the Educational Register pursuant to section 11(1)(b) of the Act shall be issued a licence which is restricted to practicing only such dentistry as is set out above. However, the person on the Educational Register shall not under any circumstances be permitted to prescribe or dispense drugs.

## **Dental Assisting Students**

1. Subject to any other provisions of the Act and Bylaws, a person meeting the following criteria may be entered in the educational register and shall receive a license to practice temporary as a level II dental Assistant:
  - (i) The applicant shall apply for and complete the application form in either official language;
  - (ii) The applicant shall provide proof of registration for the NDAEB written or CPE exam.
  - (iii) The license shall be valid until the reception of the NDAEB exam results and can be renewed with the proof of registration for the next NDAEB exam.

# NEW BRUNSWICK DENTAL SOCIETY

## RULE 5

### TRANSFER OF PATIENT DENTAL RECORDS

1. Transfer of Records: Records are only transferred on the written request of the patient or the patient's legal guardian. The enclosed "Transfer of Patient Records Consent Form" is the template endorsed by NBDS and includes categories so that patients may limit their request to some or all Records.
2. Items included: Records may include patient charts, radiographs, models, photographs and all written referral forms and correspondence with specialists and/or insurance companies;
3. Timely reply: Dentists have a legal and professional responsibility to provide the patient with a copy of their records in a timely manner. NBDS' position is that all requests be satisfied in a timely manner and no longer than the limit set out in the *Personal Health Information Privacy Access Act (PHIPAA)* (as of this date 30 business days from the date of the request);
4. Originals vs Copies: Dentists should retain original Records and only provide copies;
5. Professional Complaints: Original Records may be released to the Registrar, or his designate in connection with Complaints under the Act;
6. Police Warrants: Original Records may be released to the police in connection with investigations and/or the identification of persons upon presentation of a legal warrant. If possible, it is suggested that Dentists retain a copy of the Records released to police;
7. Fees: Dentists are referred to the NBDS Fee Guide (USC&LS codes (93211) and (02911-02919)) regarding the copying of records and the duplication of radiographs; (code 04912) for duplication of models. NBDS does not endorse "administration fees" as the patient should not be required to incur costs over and above the direct costs associated with the copying, duplicating, and transfer of their Records. Dentists may waive any fees payable. A maximum acceptable amount for fee should be \$15.00 for each half-hour beyond the initial 2 hours (there can be no charge permitted for the first 2 hours). Custodians are also permitted to charge \$0.25 per page copied.

8. Financial Disputes: If there is an unpaid account then Dentists may withhold the transfer of a patient's record to another custodian/dentist. However, Dentists must still make the record available to the patient if they request to examine it and must provide the patient with a copy as long as the fees permitted by the *PHIPAA*, and set out in the regulation, are paid. Further, Dentists have the overriding professional responsibility to transfer a patient's record despite an outstanding account or financial dispute if there is a possibility of harm to the patient if the patient's record is not transferred. In these situations, Dentists can seek payment of unpaid invoices and accounts through a small claim or other civil action.
9. Destruction of Records: The **Limitations of Actions Act**, effective May 2010, permits civil actions for 15 years and Dentists are required not to destroy Records during this 15 year period (15 years after the patient's 19<sup>th</sup> birthday, if a minor);
10. Electronic Records: A patient may consent to their Records being transmitted electronically, as long it is done in a secure and confidential manner.
11. Office Business Disputes: Copies of Records must be released at the patient's request. Dentists are not permitted to withhold the release of a patient's records with respect to a business dispute relating to a former partner or associate.

(Updated December 2022---following recommendation from lawyer Fred McElman, and adopted by Executive Committee---December 9<sup>th</sup>, 2022)



## Transfer of Patient Records Consent Form

**Dental office/Address:**

Date: \_\_\_\_\_

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I, \_\_\_\_\_ , hereby request the following from my dental records...  
(Patient's name)

Check the following boxes(s):

Chart Only

Recent Radiographs (last 2 years)

Models

Complete dental records including patient chart, radiographs, scans, models, photographs, and any other documents including referral letters and correspondence with specialists and/or insurance companies.

Check one of the following:

Released into my possession

Sent electronically (where possible) to the following email address \_\_\_\_\_

F Forwarded to the following dental office/dentist address:

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I understand that only copies of my records and duplicates of my radiographs and models will be provided, and that if no duplicates can be made, that the originals will be forwarded to the address above and returned to the sending dentist. I agree to pay any fees related to the copying and transfer of my records, including the duplication of radiographs and models, if necessary.

\_\_\_\_\_  
(Patient's signature)

## RULE 6

### PERMISSIBLE SKILLS FOR DENTAL ASSISTANTS

#### NON-CERTIFIED DENTAL ASSISTANTS

1. A Non-Certified dental assistant shall be permitted to perform the following duties:

- (a) The reprocessing and sterilization of the dental instruments;
- (b) Cleaning, disinfection and preparation of the operation rooms.

And

The following duties only under direct supervision and control of a dentist:[June 11, 2011]

- (a) the use of high volume and low volume (saliva ejector) suction tubes; [June 2, 2012]
- (b) the holding of lights for the polymerization of photo sensitive resins;
- (c) the assisting of a dentist or dental hygienist in the placement or removal of a rubber dam;
- (d) assisting patients in the use of dental plaque disclosing solutions including rinsing with disclosing solution or the use of chewable disclosing tablets; [June 2, 2012]
- (e) the giving of oral health instructions and dietary counselling. [June 2, 2012]

#### CERTIFIED LEVEL II ASSISTANTS

2. A Certified Level II assistant shall be permitted to perform all the duties, tasks and functions which may be performed by a non-certified dental assistant and the following duties, tasks and functions which are to be performed under the DIRECT supervision and control of a dentist:

- (a) the taking of preliminary impressions, [May 31, 2008]
- (b) the application and removal of a rubber dam,

## RÈGLE 6

### COMPÉTENCES AUTORISÉES POUR LES ASSISTANTS ET ASSISTANTES DENTAIRES

#### AIDES-DENTISTES NON CERTIFIÉS

1. Les aides-dentistes non-certifiés peuvent exécuter les tâches suivantes:

- (a) Le retraitement et la stérilisation des instruments dentaires;
- (b) nettoyage, désinfection et préparation des salles d'opération.

Et

les tâches suivantes: uniquement sous la supervision et le contrôle directs d'un dentiste : [11 juin 2011]

- (a) Manipuler la succion rapide et lente (aspirateur de salive). [2 juin 2012]
- (b) Tenir un faisceau de lumière pour polymériser des résines photosensibles.
- (c) Aider un dentiste ou un hygiéniste dentaire à poser ou à enlever une digue dentaire.
- (d) Aider les patients à utiliser des solutions ou comprimés révélateurs de plaque dentaire, notamment à se rincer la bouche à l'aide de la solution. [2 juin 2012]
- (e) Donner des conseils alimentaires et aussi ceux en santé buccodentaire. [2 juin 2012]

#### AIDES-DENTISTES CERTIFIÉS DE NIVEAU II

2. En plus des devoirs, tâches et fonctions d'un aide-dentiste non-certifié, un aide-dentiste certifié de niveau II peut accomplir les devoirs, tâches et fonctions qui suivent sous la surveillance et la direction DIRECTES d'un dentiste : [7 juin 2003] [10 juin 2006] [2 juin 2012]

- (a) Prendre des empreintes préliminaires. [31 mai 2008]
- (b) Poser et enlever des digues de caoutchouc.

- |  |   |
|--|---|
| <p>(c) the placement of pit and fissure sealants, after assessment has been made for caries by dentist. Tooth preparation by chemical or physical means e.g. polishing and acid etching may be performed by Certified Level II Assistant. Assessment following placement to be made by dentist. This procedure, when limited to the teeth being sealed, shall not be intended or interpreted as an oral prophylaxis,</p> | <p>(c) Placer des résines pour fermer des puits et fissures, après examen par le dentiste afin de déterminer s'il y a ou non de la carie. La préparation par des moyens chimiques ou physiques, notamment par le polissage et le mordantage, peut être effectuée par un aide-dentiste certifié de niveau II. L'évaluation après la pose relève du dentiste. Lorsqu'elle est limitée aux dents qui sont scellées, cette procédure n'est pas interprétée comme une prophylaxie orale. [2 juin 2012]</p> |
| <p>(d) the placement and removal of matrices and wedges,</p>   | <p>(d) Poser et enlever des matrices et des coins.</p>  |
| <p>(e) polishing of clinical crowns and restorations with rubber cup or brush, prior to the application of anti-cariogenic agents, if and only if, the dentist or dental hygienist has made assessment as to presence or absence of calculus and the dentist or dental hygienist has removed this calculus [June 11, 2011]</p>   | <p>(e) Polir les couronnes cliniques et restaurations des dents, à l'aide d'une cupule ou d'une brosse en caoutchouc, avant l'application d'agents anticarie, uniquement si le dentiste ou l'hygiéniste dentaire a déterminé s'il y avait présence ou non de tartre, lequel a été enlevé par le dentiste ou l'hygiéniste. [11 juin 2011]</p>  |
| <p>(f) the application of topical anesthetic. [May 30, 1998]</p>   | <p>(f) Appliquer des substances anesthésiques topiques. [30 mai 1998]</p>   |
| <p>(g) preparation and placement of treatment liners where there is no pulpal involvement. [June 7, 2003] [June 2, 2012]</p>   | <p>(g) Préparer et placer les ciments de base lorsque la pulpe dentaire n'est pas touchée. [7 juin 2003] [2 juin 2012]</p>  |
| <p>(h) post operative suture removal. [June 7, 2003]</p>   | <p>(h) Effectuer l'enlèvement postopératoire des points de suture. [7 juin 2003].</p>   |
| <p>(i) application of desensitizing agents [June 10, 2006]</p>   | <p>(i) Appliquer des substances désensibilisantes. [10 juin 2006]</p>   |
| <p>(j) application of acid etching for restorative purposes [June 10, 2006]</p>  | <p>(j) Appliquer des acides mordantages avant la restauration. [10 juin 2006] [2 juin 2012]</p>   |
| <p>(k) fabrication, insertion of bleaching trays, dispensing the bleaching treatment with trays only to the patient. Oral assessment must be made by the dentist [June 10, 2006][June 11, 2011] [amended March 2025]</p>   | <p>(k) fabrication, insertion des gouttières de blanchiment, délivrance du traitement de blanchiment avec gouttières seulement au patient. L'évaluation orale doit être faite par le dentiste [10 juin 2006] [11 juin 2011][modifié mars 2025]</p>  |
| <p>(l) application of anti-cariogenic agents and anti-microbial agent to include silver diamon fluoride, in-office training by the dentist is recommended [June 11, 2011][modified March 2025]</p>   | <p>(l) application d'agents anti-cariogènes et d'agents antimicrobiens incluant le fluorure d'argent diamon, une formation en cabinet par le dentiste est recommandée [11 juin 2011] [modifié en mars 2025]</p>   |

(m) application of bonding agents [June 11, 2011]

(n) fabrication, of mouthguards and adjustments outside of the patient mouth [June 10, 2006] [Amended March, 2025]

(o) taking of digital impressions with scanners, no type of impression is defined, the dentist will make the determination of the final outcome of the scan [June 11, 2011][Amended March, 2025]

(p) try in and finishing of indirect restorations

(q) exposure of intra-oral and extra-oral dental radiographs. Exposure of panoramic and CBCT scan. [June 2, 2012][Amended March, 2025]

(r) taking of extra and intra-oral photographs [June 2, 2012]

(s) Taking facebow transfer records

(t) administer the plaque indice

(u) administer vitality test, under the direction of the dentist. Data collection only with no interpretation[March 2025]

(v) fabricate and insert occlusal rims, the dentist will be responsible for the adjustment of the occlusal rims

(w) removing periodontal dressing

(x) removing of the retraction cord

(y) making and trying of temporary, provisional restoration. Adjustment outside the mouth and cementation by the dentist

3. Repealed

(m) Application d'adhésifs dentaires. [11 juin 2011] [2 juin 2012]

(n) Fabrication, de protège-dents et ajustements à l'extérieur de la bouche du patient [10 juin 2006] [2 juin 2012][modifié mars 2025]

(o) Prise d'empreintes numériques avec des scanners, aucun type d'empreinte n'est défini, le dentiste déterminera le résultat final de l'analyse [11 juin 2011] [Modifié mars 2025]

(p) Essayage et finissage des restaurations indirectes. [11 juin 2011] [2 juin 2012]

(q) Exposer les radiographies dentaires intra-buccales et extra-buccales. Exposition du scan panoramique et CBCT. [2 juin 2012][Modifié en mars 2025][2 juin 2012]

(r) Prendre des photos extra et intra-buccales. [2 juin 2012]

(s) Prendre le transfert d'arc facial

(t) administrer l'indice de plaque

(u) administrer un test de vitalité, sous la direction du dentiste. Collecte de données uniquement sans interprétation[mars 2025]

(v) fabriquer et insérer des rebords occlusaux, le dentiste sera responsable de l'ajustement des rebords occlusaux

(w) retirer le pansement parodontal

(x) retrait du cordon de rétraction

(y) réalisation et essai de restaurations temporaires et provisoires. Ajustement hors de la bouche et cimentation par le dentiste

3. Abrogé

**DENTAL ASSISTANTS WHO HAVE COMPLETED AN APPROVED ORTHODONTIC MODULE**

4. Certified Level II dental assistants who have successfully completed an accredited orthodontic education module shall inform the NBDS and add the new skill to their license and shall under the direct supervision and control of a dentist, be permitted to perform in a dentist's office, in addition to the duties set out in section 2, the following intra-oral duties:

- (a) placement and removal of separation between teeth;
- (b) preparation of teeth for the placement of bonded attachments;
- (c) placement of bondable orthodontic attachments;
- (d) fitting and cementation of the bands; [May 27, 1995]
- (e) placement and removal of archwires which have been formed by a member; [May 27, 1995]
- (f) placement and removal of archwire accessories and ligatures; [May 27, 1995]
- (g) removal of orthodontic brackets and bands from the teeth;
- (h) removal of supragingival bulk cement and composite resins from teeth without the aid of a handpiece;

**AIDES-DENTISTES QUI ONT SUIVI AVEC SUCCÈS UN MODULE APPROUVÉ EN ORTHODONTIE**

4. Les aides-dentistes certifiés de niveau II qui ont suivi avec succès un module de formation en orthodontie accrédité doivent informer la SDNB et ajouter la nouvelle compétence à leur licence et doivent, sous la supervision et le contrôle directs d'un dentiste dans un cabinet dentaire, en plus des fonctions énoncées à l'alinéa

3b), accomplir les fonctions intra-buccales suivantes :

- (a) Placer et enlever des séparateurs entre les dents.
- (b) Préparer des dents pour le placement d'attachements liés par mordantage de l'émail.
- (c) Placer des attachements orthodontiques liés par mordantage de l'émail.
- (d) Faire l'ajustement et la cémentation de bagues d'orthodontie. [27 mai 1995]
- (e) Effectuer la mise en place et l'enlèvement des fils métalliques orthodontiques des arcades dentaires et des ligatures orthodontiques. [27 mai 1995] [2 juin 2012]
- (f) Effectuer la mise en place et l'enlèvement d'arcs en fils métalliques et de ligatures orthodontiques. [27 mai 1995]
- (g) Enlever les fils métalliques orthodontiques des arcades dentaires. [2 juin 2012]
- (h) Enlever l'excès de ciment sus-gingival et de résines composites des dents sans l'aide d'une pièce à main.

(i) tracing cephalometric X-Rays;

(j) instructions to patients on use of retainers, elastics, headgear, etc.

(k) the duties, tasks and functions for which she/he has received training in the orthodontic education module approved by the Board.

(i) Faire le relevé de tracés céphalométriques.

(j) Donner les instructions aux patients sur le mode d'utilisation des appareils de rétention, des élastiques, des dispositifs crânio-cervicaux de traction, etc. [2 juin 2012]

(k) Exécuter les devoirs, tâches et fonctions pour lesquels il a obtenu une formation dans le module d'orthodontie approuvé par le conseil d'administration.

#### **DENTAL ASSISTANTS WHO HAVE COMPLETED AN APPROVED PERIODONTIC MODULE**

5. Certified Level II dental assistants who have successfully completed a periodontic education module at an accredited school shall inform the NBDS and add the new skill to their license under the direct supervision and control of a dentist, following a dentist periodontal assessment, be permitted to perform in a dentist's office, in addition to the duties set out in section 2 the following intra-oral duties:

(i) scaling and probing on patients who have:

- a) healthy gingival and periodontal tissues;
- b) plaque associated gingivitis;
- c) pockets that are four (4) mm or less; [June 7, 2003]

(ii) the duties, tasks and functions for which she or he has received training in the accredited periodontic education module.

6. Repealed

7. Moved to rule 2

#### **AIDES-DENTISTES QUI ONT SUIVI AVEC SUCCÈS UN MODULE APPROUVÉ EN PARODONTOLOGIE**

5. Les aides-dentistes certifiés de niveau II qui ont suivi avec succès un module de formation en parodontologie accrédité, doivent informer la SDNB et ajouter la nouvelle compétence à leur licence et doivent, sous le contrôle et supervision directes d'un dentiste, dans un cabinet dentaire, après une évaluation périodontique, en plus des fonctions énoncées dans la section 2 accomplir les fonctions intra-buccales suivantes:

(i) le détartrage et les sondages pour des patients présentant

- a) des tissus gingivaux et périodontiques sains;
- b) de la plaque dentaire reliée à la gingivite, et
- c) des poches mesurant quatre (4) mm ou moins; [7 juin 2003] [2 juin 2012]

(ii) les devoirs, tâches et fonctions pour lesquels ils ont reçu une formation dans le module accrédité en parodontologie.

6. Abrogé

7. Déplacé aux règles 2

## **RULE 7**

### **DESIGNATED CUSTODIAN OF PATIENT DENTAL RECORDS**

Any practicing dentist who no longer maintains a license for any reason, including leave of absence, changing jurisdiction, or retirement, is required to contact the NBDS and provide written confirmation as to who is the designated custodian of the patient dental records for the departing dentist.

Failure to designate a custodian for dental records as required in this Rule will be subject to a Complaint by the Registrar as an act of Professional Misconduct.

Approved by the Board: March 21, 2015

## **RULE 8 :**

### **Requirement for registration of a Professional Corporation**

To register a professional corporation, the pre-requisites for registration set forth in the bylaws and in section 21 of the Act must all have been satisfied. An application must be submitted to the registrar and the following be provided:

1. Name of the corporation;
2. Date of incorporation;
3. Jurisdiction of incorporation;
4. Address of registered office;
5. Name of member appointed to represent the corporation;
6. Names and addresses of members of the Society who will be practicing dentistry on behalf of the corporation
7. Names, addresses and telephone numbers of all shareholders of the corporation;
8. Names, addresses and telephone numbers of all officers (President, Vice-President, Secretary-Treasurer, etc.) of the corporation and all directors of the corporation;
9. The following documents must be provided:
  - (a) A notarially certified copy of all articles of incorporation, articles of continuance and other charter documents of the corporation;
  - (b) A notarially certified copy of the most recent Notice of Directors and Notice of Registered Office required to be filed under the Business Corporations Act or equivalent documents under the laws of the incorporating jurisdiction;
  - (c) A notarially certified copy of any extra-provincial licence issued to the corporation under the Business Corporations Act;
  - (d) A Certificate of Status signed by the Director of the New Brunswick Corporations Branch in respect of the corporation;
  - (e) Form D appointing a member to represent the corporation;
  - (f) Any shareholder agreement or other agreement or proxy affecting voting rights, with respect to the corporation;
  - (g) Statement of the number of shares with the classes of shares owned by each, and, where the beneficial owner is different from the registered owner (as where the shares are held in trust), details with respect to both;
  - (h) A certified copy of a resolution of the board of directors of the corporation authorizing the making of this application; and
  - (i) A statement signed by all shareholders, officers and directors certifying that they and the corporation have complied with and agree to be bound by all of the requirements of the Act, the by-laws and the rules.

**RULE 9**  
**UNLICENSED REGULATED PROFESSIONALS IN**  
**DENTAL PRACTICES**

1. The Board of the New Brunswick Dental Society directs the Registrar to cause an investigation by the Mediation Panel or Complaint's Committee pursuant to s. 35(1) of the *Act* on being notified that a regulated health professional has performed duties in a dental office without being licensed by the relevant regulated health authority.
2. The Board, in directing the above, acknowledges that the protection of public in the practice of dentistry, necessitates that Member Dentists be responsible for verifying that all regulated health professionals working in dental offices are licensed with the appropriate regulated health authority.
3. For greater clarity, this Rule applies to all regulated health professionals which may work in dental offices, including but not limited to Hygienists, Nurses, Physicians and Denturists.
4. When the Registrar causes an investigation into a report, as outlined above, and believes that the allegations are true, the following voluntary resolution is acceptable to resolve the matter at Mediation:
  - a) A fine in the amount of \$1,500.00 payable to the New Brunswick Dental Society; and publication in the NBDS Bulletin for the first offense;
  - b) A fine in the amount of \$2,000.00 payable to the New Brunswick

**RÈGLE 9**  
**PROFESSIONNELS RÉGLEMENTÉS SANS**  
**PERMIS DANS LES CABINETS DENTAIRE**

1. Le conseil d'administration de la Société dentaire du Nouveau-Brunswick (SDNB) informe le registraire de mettre sur pied une enquête qui sera menée par le Comité de médiation ou le Comité des plaintes, conformément au paragraphe 35(1) de la *Loi*, quand il est mis au courant du fait qu'un professionnel de la santé réglementé a effectué des tâches dans un bureau de dentiste sans avoir reçu au préalable un permis de la régie de la santé réglementée pertinente.
2. Quand il entreprend la démarche susmentionnée, le conseil reconnaît que pour protéger les patients et patientes d'un cabinet dentaire, il est nécessaire que les dentistes membres s'assurent que tous les professionnels de la santé réglementés travaillant dans un bureau de dentiste détiennent un permis de la régie de la santé réglementée pertinente.
3. Aux fins de clarification, la présente règle s'applique à tous les professionnels de la santé, y compris, sans toutefois s'y limiter, les hygiénistes, les infirmières et infirmiers, les médecins et les denturologistes.
4. Lorsque le registraire demande qu'un rapport soit rédigé à la suite d'une enquête, comme souligné ci-dessus, et croit que les allégations sont vraies, le règlement volontaire suivant est acceptable pour résoudre la question lors de la médiation :
  - a) Une amende de l'ordre de 1 500 \$ payable à la Société dentaire du Nouveau-Brunswick et la publication dans le bulletin de la SDNB lors du premier délit;
  - b) Une amende de l'ordre de 2 000 \$ payable à la Société dentaire du

Dental Society; and publication in a newspaper for the second offense;

Nouveau-Brunswick et la publication dans un journal lors du deuxième délit.

5. Third offenses are addressed by the Discipline Committee.

5. Les cas de troisième délit seront dirigés vers le Comité de discipline.

**RULE 10**  
**CONTENTS OF AN EMERGENCY KIT IN A**  
**GENERAL DENTAL OFFICE AND CPR**  
**TRAINING REQUIREMENTS**

1. The Board of the New Brunswick Dental Society has adopted the following items as standard contents of an emergency kit in a general dental office.
  
2. If any form of sedation is used in the dental office, additional equipment and supplies are required. Refer to the New Brunswick Sedation Guidelines for more detailed information.
  
3. The Board, in directing the above, acknowledges that the protection of the public in the practice of dentistry necessitates that Member Dentists be responsible but that being successful with any emergency requires a team approach.
  - a) One person in the office is to be designated for the emergency kit – keeping it stocked and up to date with expiry dates. In addition, they should monitor the oxygen cylinder monthly to make sure it has an adequate supply and has not expired. The mask should also be checked.
  - b) One person in the office is to be designated to call “911” and direct responders to the proper location in the event of an emergency.
  - c) The doctor stays with the patient in distress.

**RÈGLE 10**  
**CONTENU DES TROUSSES D’URGENCE DANS**  
**LES CABINETS DE MÉDECINE DENTAIRE**  
**GÉNÉRALE ET NIVEAU DE RCR REQUIS**

1. Le conseil d’administration de la Société dentaire du Nouveau-Brunswick considère que le contenu standard des trousse d’urgence de cabinets de médecine dentaire générale doit être composé des produits énumérés ci-après.
  
2. À noter que si la sédation est pratiquée dans le cabinet, d’autres fournitures et équipements seront nécessaires. Pour des renseignements plus détaillés, veuillez consulter les directives en matière de sédation au Nouveau-Brunswick.
  
3. En imposant ces recommandations, le conseil d’administration reconnaît que pour veiller à la protection du public sur le plan de la médecine dentaire, les dentistes membres doivent assumer leurs responsabilités. Le conseil souligne aussi que la bonne gestion des situations d’urgence nécessite une démarche d’équipe.
  - a) Une personne au sein du cabinet doit être responsable de la trousse d’urgence. Elle doit veiller à ce qu’il ne manque rien à la trousse et contrôler les dates de péremption. De plus, elle doit vérifier la bouteille d’oxygène tous les mois pour s’assurer qu’elle est bien remplie et que la date de péremption n’est pas dépassée. Le masque doit également être vérifié.
  - b) Une personne au sein du cabinet doit avoir la responsabilité de composer le 911 et d’orienter les intervenants au bon endroit en situation d’urgence.
  - c) Le médecin doit rester auprès du patient ou de la patiente en détresse.

4. The emergency kit is to contain the following:

- AED (automatic external defibrillator) (required by 2023)
- Oxygen tank with mask (E size cylinder)
- Blood pressure cuff with gauge
- Benadryl tablets (pediatric, adult and 50 mg pills/injectable)
- Chewable baby aspirin (4 x 81 milligrams)
- Glucose tablets or gels (or orange juice)
- Epinephrine in 1 mg ampules and syringes or prepared injectable product (i.e., EpiPen) for adults and children
- Nitroglycerine spray
- Salbutamol spray (Ventolin)
- AeroChamber (recommended for use with Ventolin)

5. Depending on the type of procedure and need, some other medication may be considered for kit:

- Atropine
- Ephedrine
- Hydrocortisone
- Morphine or nitrous oxide
- Naloxone
- Temazepam
- Flumazenil

6. Additional medication is required if the dental practice offers any variety of sedation.

7. Minimal CPR requirement for dentists: CPR Level C with AED training

4. Les trousse d'urgence doivent être composées des éléments suivants :

- DEA (défibrillateur externe automatique), obligatoire à partir de 2023
- Bouteille d'oxygène et masque (bouteille de type E)
- Brassard de tensiomètre avec jauge
- Comprimés de Benadryl (pour enfants, pour adultes, comprimés de 50 mg/solution injectable)
- Acétylsalicylique à croquer pour enfants (4 x 81 mg)
- Comprimés ou gélules de glucose (ou jus d'orange)
- Ampoules ou seringues de 1 mg d'adrénaline ou solution injectable prête à l'emploi (comme EpiPen) pour adultes et enfants
- Vaporisateur de nitroglycérine
- Inhalateur de salbutamol (Ventolin)
- AeroChamber<sup>1</sup> (recommandé pour l'inhalation de Ventolin)

5. Il peut être utile d'ajouter d'autres médicaments à la trousse en fonction des besoins et du type d'interventions réalisées :

- Atropine
- Éphédrine
- Hydrocortisone
- Morphine ou oxyde nitreux
- Naloxone
- Témazepam
- Flumazénil

6. D'autres médicaments doivent être ajoutés à la trousse si la sédation, peu importe sous quelle forme, est pratiquée dans le cabinet.

7. Exigence minimale de RCR pour les dentistes:

Niveau de RCR C avec formation à l'utilisation du DEA.

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<sup>1</sup> a

# Rule 11

## Use of Neuromodulators and fillers

### SECTION I – NEUROMODULATORS FOR MYOFASCIAL PAIN AND PARAFUNCTION

Uses of neuromodulators may include treatment for the management of bruxism (diurnal or nocturnal parafunctional activity that includes tooth clenching or grinding.)

The use of neuromodulators may include treatment for the management of headaches, migraines, and temporomandibular disorders within the scope of the practice of dentistry.

#### 1. INITIAL QUALIFICATIONS/TRAINING

##### NEW REGISTRANTS

- a. For ambulatory patients over the age of 16, a member may apply for registration to perform dental services using neuromodulators limited for the management of bruxism [extraoral mastication muscles (temporalis and masseter)]. The applicant must submit evidence satisfactory to the Registrar that meets all of the following:
  - i. completed an NBDS approved course of study, with formal evaluation on anatomy, pharmacology and physiology relevant to neuromodulator use;
  - ii. completed an NBDS approved course of study, with formal evaluation on the diagnosis, etiology, techniques, administration, and risk management relevant to neuromodulator use for the management of bruxism with a minimum of 8 hours didactic instruction; and
  - iii. completed an NBDS approved course of study with a minimum of 8 hours of clinical training, involving the use of neuromodulators.
- b. For ambulatory patients over the age of 16, a member may apply for registration to perform dental services using neuromodulators for the management of myofascial pain and parafunction (not limited to bruxism). The applicant must submit evidence satisfactory to the Registrar that meets all of the following:
  - i. completed an NBDS approved course of study, with formal evaluation on anatomy, pharmacology, and physiology relevant to neuromodulator use;
  - ii. completed an NBDS approved course of study, with formal evaluation on the diagnosis, etiology, techniques, administration, and risk management specific to neuromodulator use for the management of myofascial pain and parafunction with a minimum of 8 hours didactic instruction; and
  - iii. completed an NBDS approved course of study with a minimum of 8 hours of clinical training, involving the use of neuromodulators for the management of myofascial pain and parafunction, including supervised direct treatment by the member on patients.

## 2. CONTINUING COMPETENCE

### ALL MEMBERS

- a. Must maintain a separate log of all patient management involving neuromodulators. Log must be available at request of Registrar and must include the following:
  - i. patient name;
  - ii. purpose; and
  - iii. neuromodulator type and dosage used.
- b. Must complete a Dental Regulatory Authority (DRA) recognized course of study specific to the use of neuromodulators in each continuing education cycle as defined in the NBDS Rules for Continuing Education of Dentists.
- c. Evidence satisfactory to the Registrar of continuing competency must be available on NBDS request.

## SECTION II – NEUROMODULATORS FOR OTHER USES

The use of neuromodulators will be considered for upper facial purposes only if the member limits the use of the neuromodulator to the frontalis muscle, the glabellar complex, procerus, the corrugators supercilii, and orbicularis oculi.

The use of neuromodulators will be considered for mid-facial, lower facial and the neck purposes only if a member limits the use of the neuromodulator to superficial muscles in these areas (levator labii superioris alaeque nasi, levator labii superioris, nasalis, zygomaticus major and minor, risorius, levator and depressor anguli oris, buccinator, orbicularis oris, levator and depressor labii superioris, mentalis and platysma).

### 1. INITIAL QUALIFICATIONS/TRAINING

#### NEW REGISTRANTS

- a. For ambulatory patients over the age of 16, a member may apply for registration to perform dental services using neuromodulators for treatment involving the upper face. The applicant must submit evidence satisfactory to the Registrar that meets all of the following:
  - i. completed an NBDS approved course of study, with formal evaluation on anatomy, pharmacology, and physiology relevant to neuromodulator use;

- ii. completed an NBDS approved course of study, with formal evaluation on the diagnosis, etiology, techniques, administration, and risk management relevant to neuromodulator use for the superficial upper facial muscles with a minimum of 8 hours didactic instruction; and
  - iii. completed an NBDS approved course of study with a minimum of 8 hours of clinical training involving the use of neuromodulators.
- b. For ambulatory patients over the age of 16, a member may apply for registration to perform dental services using neuromodulators for treatment involving the mid-face, lower face, and the neck. The applicant must submit evidence satisfactory to the Registrar that meets all of the following:
  - i. completed an NBDS approved course of study, with formal evaluation on anatomy, pharmacology, and physiology relevant to neuromodulator use;
  - ii. completed an NBDS approved course of study, with formal evaluation on the diagnosis, etiology, techniques, administration, and risk management relevant to neuromodulator use for the mid-face, lower face, and neck with a minimum of 8 hours didactic instruction; and
  - iii. completed an NBDS approved course of study with a minimum of 8 hours of clinical training, involving the use of neuromodulators for treatment of the mid-face, lower face, and neck, including supervised direct treatment by the member on patients.

## **2. CONTINUING COMPETENCE**

### ALL MEMBERS

- a. Must maintain a separate contemporaneous log of all patient treatment involving neuromodulators. Log must be available at request of Registrar and must include the following:
  - i. patient name;
  - ii. purpose; and
  - iii. neuromodulator type and dosage used.
- b. Must complete a DRA recognized course of study specific to the use of neuromodulators in the members continuing education cycle as defined in the NBDS Rules for Continuing Education of Dentists.
- c. Evidence satisfactory to the Registrar of continuing competency must be available on NBDS request.

## SECTION III – DERMAL FILLERS

The use of dermal fillers for the treatment of the naso-labial fold, lip augmentation, gingival augmentation, and other areas of the face, including but not limited to: malar enhancement, treatment of the nasojugal groove, and the treatment of glabellar, laugh and marionette lines.

Use of non-resorbable fillers is restricted to Oral and Maxillofacial surgeons.

### 1. INITIAL QUALIFICATIONS/TRAINING

#### NEW REGISTRANTS

- a. For ambulatory adult patients, a member may apply for registration to perform dental services for the use of facial dermal fillers.
- b. The applicant must submit evidence satisfactory to the Registrar that meets all of the following:
  - i. completed an NBDS approved course of study, with formal evaluation on anatomy, pharmacology, and physiology relevant to dermal filler use;
  - ii. completed a course of study, recognized by the NBDS, with a minimum of 8 hours of didactic instruction specific to the use and treatment of facial dermal fillers in the last five years; and
  - iii. completed an NBDS approved course of study with a minimum of 8 hours of clinical training, involving the use of dermal fillers, including supervised direct treatment by the member on a minimum of 5 patients.

### 2. CONTINUING COMPETENCE

#### ALL MEMBERS

- a. Must maintain a separate log of all patient treatment involving dermal fillers. Log must be available at request of Registrar and must include the following:
  - i. patient name;
  - ii. purpose; and
  - iii. dermal filler type, concentration and specific anatomical locations administered.
- b. Must complete a DRA recognized course of study specific to the use of dermal fillers in the members continuing education cycle as defined in the NBDS Rules for Continuing Education of Dentists.
- c. Evidence satisfactory to the Registrar of continuing competency must be available on NBDS request.

## SECTION IV – RECORDKEEPING

1. A member shall record in the patient chart all treatment contemporaneous with neuromodulator and/or dermal filler use, including but not limited to:
  - a. medical history and clinical examination;
  - b. review of patient motivation and expectations;
  - c. informed consent identifying risks and benefits specific to patient circumstances;
  - d. comprehensive treatment plan;
  - e. neuromodulator type, dosage and specific anatomical locations administered (as applicable);
  - f. dermal filler type, concentration and specific anatomical locations administered (as applicable);
  - g. pre-operative diagnostic and post-operative photographs; and
  - h. any adverse reactions or incidences during or after neuromodulator and/or dermal filler administration.

## SECTION V – MEMBER MARKETING OF NEUROMODULATORS AND DERMAL FILLERS

1. A member shall not advertise, market, or make any representation by any means whatever for the purpose of promoting directly or indirectly the sale, provision of treatment or services related to neuromodulators and/or dermal fillers except in compliance with federal Food and Drug Act, Food and Drug Regulations, Health Canada Policies, NBDS *Code of Ethics* and any NBDS standard of practice.

## SECTION VI – REGISTRY OF MEMBERS AUTHORIZED FOR THE USE OF NEUROMODULATORS AND DERMAL FILLERS

1. The Registrar shall include a member on the public registry if they are registered to provide dental services for the use of neuromodulators and dermal fillers utilizing one or more of the following treatment areas in a format approved by the Registrar:
  - a. neuromodulators for myofascial pain and parafunction;
    - i. neuromodulator use limited to the management of bruxism;
    - ii. neuromodulator use for the management of myofascial pain and parafunction.
  - b. neuromodulators for other uses:
    - i. upper face.
    - ii. mid-face, lower face, and neck.
  - c. facial dermal fillers

2. A member shall be registered to provide dental services using one or more of the dental services listed in subsection VI (1) if:
  - a. is on the current public registry; or
  - b. completed and signed application in the form approved by the Board;
  - c. evidence satisfactory to the Registrar of identity and current legal name;
  - d. evidence satisfactory to the Registrar the member meets the registration requirements set out in this Standard of Practice;
  - e. payment of applicable registration fees;
  - f. payment of any other outstanding fine, fee, debt or levy owed by the applicant to the NBDS; and
  - g. any other information that in the opinion of the Registrar is required to review the registration application of a member.
  
3. A member shall have his or her name removed from this registry if in the opinion of the Registrar;
  - a. the member submits a written notice of cancellation of the permit in a form approved by the Board;
  - b. there is evidence the member is utilizing neuromodulator and/or dermal filler modalities beyond the conditions provided in this Standard of Practice;
  - c. the member fails to meet the continuing competency requirements set out in this Standard of Practice; or
  - d. any other situation where there is evidence the member presents a potential risk to patients or the public in the utilization of these modalities.
  
4. Nothing in this section shall be interpreted as in any way affecting the ability of the Registrar to include additional restrictions, conditions or limitations on a member registered to provide dental services using one or more of the dental services listed in subsection VI (1).

## SECTION XI - APPEAL OF A REGISTRATION DECISION BY THE REGISTRAR

1. A member may appeal a registration decision by the Registrar to the NBDS Board.
  - a. An applicant has thirty days from written notification of the decision to send an appeal submission to the NBDS Board along with a non-refundable appeal fee (SCHEDULE A).
  - b. The Board shall select two members to compose part of an appeal committee by its own process. The appeal committee third member must be a public representative.
  - c. The appeal committee shall schedule the appeal review within sixty days of receiving the appeal.
  - d. The appeal committee shall provide the applicant with written notice of the date, time and place of the review.
  - e. In reviewing the decision appeal, the appeal committee shall consider only the following:
    - i. original application and supporting documentation;
    - ii. Registrar's written decision and reasons for decision;
    - iii. applicant written appeal submission and supporting documents; and
    - iv. Registrar's written response to appeal submission.
  - f. The appeal committee may make the following determinations:
    - i. confirm the Registrar's decision;
    - ii. vary the Registrar's decision with a decision the appeal committee determines appropriate; or
    - iii. refer the matter back to the Registrar for further consideration with direction.
  - g. The appeal committee shall provide the Registrar and the member with a written decision and reason for decision within thirty days of making the decision.
2. The Registrar shall implement any decision of the appeal committee within a time period dependent on the nature of the decision.

## SECTION XII – NOTIFICATION OF CHANGE

1. A member shall notify the Registrar in a form approved by the Board of any change in name, contact information or location providing treatment using neuromodulators and/or dermal fillers within fifteen days of the change.

### APPENDIX A

Approved Education Courses (Subject to change by the Registrar)

Pacific Training Institute for Facial Aesthetics Vancouver, BC <https://ptifa.com/>

University of Alberta, Edmonton, AB <https://www.ualberta.ca/school-of-dentistry/continuing-dental-education/aesthetics-program/neuromodulators-fillers.html>

The Botox Course- Dr. Andrew Dargie – <https://thebotoxcourse.com/>

## RULE 12

### X-RAY MACHINE AND RADIATION EQUIPMENT INSPECTIONS

1. All inspections of x-ray machines required pursuant to Bylaw No. 3-8, section 9, shall meet inspection protocols established by the Society and shall be completed by an inspection service provider designated by the Society to perform such inspections.
2. Further to Bylaw No 3-8 section 10, all costs of inspections done pursuant to Bylaw 3-8, section 9, shall be the responsibility of the owner and be invoiced by the Society to the owner who shall pay such invoices within 30 days

## RÈGLE 12

### INSPECTIONS DE MACHINES À RAYONS X ET D'ÉQUIPEMENTS À RAYONNEMENT

1. Toutes les inspections d'appareils à rayons X requises en vertu de l'article 9 du Règlement no 3-8 doivent respecter les protocoles d'inspection établis par la Société et doivent être effectuées par un fournisseur de services d'inspection désigné par la Société pour effectuer ces inspections.
2. Conformément au Règlement No 3-8, article 10, tous les coûts des inspections effectuées conformément au Règlement 3-8, article 9, seront à la charge du propriétaire et seront facturés par la Société au propriétaire qui devra payer ces factures dans les 30 jours

March/Mars 2024