

Dental Facilities Accreditation Committee

Terms of Reference

Mandate

The Dental Facilities Accreditation Committee (the "DFAC") shall accredit dental facilities in accordance with the *Health Facilities Act and Regulation*, Schedule 7 of the *Health Professions Act* and the College of Dental Surgeons of Alberta (the "CDSA") *Standard of Practice: Minimal and Moderate Sedation, Deep Sedation and General Anaesthesia in a Non-Hospital Dental Practice*.

Policy

The DFAC accredits dental facilities; dentists operated dental surgical facilities (DSFs) or dentist owned and operated Non Hospital Surgical Facilities (NHSFs – where the physicians' only role is to administer anesthesia); and dentists providing services where surgical services, anesthesia, or clinical condition of the patient indicate the service must be carried out in an accredited facility, but does not have to be performed in a general hospital operating room.

Duties

The DFAC must:

- a) Review dental surgical facilities to determine if the provision of dental surgical services meets or will meet the accreditation requirements established by the CDSA Council.
- b) Carry out its powers and duties under Schedule 7 of the *Health Professions Act*.
- c) Establish and oversee a dental facilities accreditation process that is rooted in safety for the public, is publicly transparent and is fair to dentists and dental operators.
- d) Ensure the integrity, effectiveness and efficiency of the dental facilities accreditation process.
- e) Advise the CDSA Council generally on matters relating to the dental surgical facilities accreditation process.

Decisions

The members of the DFAC will strive for agreement on all matters before it. A decision of the DFAC shall be by vote of a majority of the members present at a meeting.

Composition

The DFAC will be composed of a minimum of five (5) regulated members and shall consist of: a registered oral and maxillofacial surgeon, a registered dentist who has successfully completed an educational program approved by the CDSA Council for credentialing purposes and who has been authorized by the CDSA Council to administer general anesthesia, a registered pediatric dentist and a registered general dentist possessing a minimum of Modality 7 and Modality 8 as reflective to the CDSA Standard of Practice: *Minimal and Moderate Sedation, Deep Sedation and General Anesthesia in a Non-Hospital Dental Practice*.

The DFAC terms of membership and duties are determined by the CDSA Council in compliance with the *Health Professions Act*. The Chair of the Committee will be chosen by the President. The CDSA CEO is an Ex-Officio member of the Committee. Three members of the committee attending a meeting is required for quorum.

In the event the DFAC is addressing an issue about a facility of a member of the DFAC or the facility accreditation of a member of the DFAC, the member of the DFAC shall excuse themselves from all discussions and decisions in relation to their own issues.

The DFAC may invite others to participate or observe upon notice to the Chief Executive Officer.

A representative from the College of Physicians and Surgeons (CPSA) may observe at DFAC meetings only.

Service Term

The Committee member once appointed will serve for a five year term unless the member resigns in writing prior to completing the term. A member of the Committee continues to hold office after the expiry of the member's term until the member is reappointed or a successor is appointed.

Meetings

The DFAC will meet at least twice a year, and more often if required. Ideally, meetings will be in-person meetings, although teleconference and video-conference meetings may be held if more convenient. Minutes of the meeting must be prepared for each meeting and the preparation of meeting minutes will be the responsibility of the Chair. The Chair must distribute the minutes to the members of the DFAC which will then require approval at a future meeting. The Chair will also distribute the minutes to the Chief Executive Officer. The CDSA Administration will provide administrative and technical assistance in organizing meetings, including electronic meetings.

Working Groups/Project Teams

From time to time the DFAC may form working groups to deal with issues of an operational nature including the review of the standards and guides that can require in-depth technical knowledge. All working groups will report to the DFAC.

Costs

The CDSA will pay the cost of travel and accommodation if required according to our approved policy. The CDSA will be responsible for the other related costs such as meeting room rental, meals during the meeting and audio visual equipment rental when required. Per diems will be paid to DFAC members according to the CDSA Per Diem Policy.

Reporting

The Chair of the DFAC reports directly to the Chief Executive Officer. The DFAC will provide an annual report of all of their activities, including but not limited, to statistics related to the number of accredited facilities, number and type of dental procedures completed and the number and type of reportable incidents occurring. The annual report will be provided to the Chief Executive Officer.

Staff Support

Staff support for the DFAC will be assigned by the Chief Executive Officer of the CDSA. Staff support will include assistance in processing and distributing materials to the CDSA standard.

Committee Members

- Dr. Carl Young, Chair