College of Dental Surgeons of Alberta

Sedation Committee
Terms of Reference

Council Approval Date: November 6, 2026	**Scheduled Review:** Annual
Revised Date (s): October 26, 2026	**Reviewed by:** Governance and Council

Mandate

The Sedation Committee is established to review and evaluate the credentials, education programs, and training materials submitted by registrants seeking authorization to provide care within the scope of the Standard of Practice: Minimal and Moderate Sedation Deep Sedation and General Anaesthesia in Non-Hospital Dental Practice. The Sedation Committee's mandate is limited to minimal and moderate sedation and includes the review of unforeseen events; deep sedation and general anaesthesia, including when performed in an accredited facility, are outside the Committee's scope.

Authority

The Committee operates under authority delegated by the Council of the College of Dental Surgeons of Alberta (CDSA). In alignment with the Health Professions Act (HPA), the Bylaws, and the applicable Standards of Practice, the Committee may:

- Review and assess the registrant's submitted credentials and training for minimal and moderate sedation.
- Review and evaluate sedation-related education programs for recognition under the Standard of Practice (excluding general anaesthesia programs).
- Review unforeseen events involving the use of conscious sedation, excluding events occurring in accredited facilities.
- Undertake any responsibilities assigned by Council relating to sedation oversight within the Committee's defined scope.

The Committee does not hold independent decision-making authority unless specifically delegated by the Council. The Council remains accountable for all delegated responsibilities.

Decisions

The Committee aims to reach consensus in its deliberations. If consensus cannot be achieved, the Committee may offer directional guidance, recognizing that its decisions are advisory and non-binding, unless specific decision-making authority has been delegated by Council.

The Committee does not conduct votes, and decisions are made collectively through discussion and agreement.

Expectations and Commitment of Committee Members

- Attend all meetings fully prepared, having reviewed materials in advance to contribute meaningfully to discussions and decisions.
- Adhere to the Code of Conduct and uphold ethical standards.

- Disclose any real or perceived conflicts and recuse themselves from related discussions or decisions.
- Respect the confidentiality of all information received in the course of their duties.
- Engage in committee evaluations, including self and peer assessments.

Code of Conduct and Conflict of Interest Policies

Committee members are expected to conduct themselves in a manner that upholds the integrity, professionalism, and public-protection mandate of the College.

Committee members must comply with the Council, Officers & Committees Code of Conduct Policy and the Conflict-of-Interest Policy, as amended from time to time.

In carrying out their responsibilities, committee members are expected to:

- Act honestly, ethically, and in the best interests of the College and the public.
- Perform their duties with fairness, objectivity, and respect.
- Maintain the confidentiality of all information obtained through committee work.
- Use the College resources and information responsibly and solely for authorized purposes.
- Identify, disclose, and appropriately manage any actual, potential, or perceived conflicts of interest.
- Recuse themselves from discussions or decisions where a conflict of interest exists or may reasonably be perceived to exist.

Compliance with the Code of Conduct Policy (CP-01) and Conflict of Interest Policy (CP-02) is a condition of committee service and supports effective, ethical committee work, in accordance with the College policies and applicable legislation.

Responsibilities

Credential and Program Review

- Assess and approve registrants' credentials as required under the Standard of Practice.
- Review and approve sedation-related education programs, excluding programs involving general anaesthesia.
- Ensure reviews are conducted consistently, fairly, and in alignment with Standards of Practice.

Unforeseen Event Review and Quality Oversight

- Review unforeseen events involving conscious sedation occurring in non-accredited practice settings.
- Identify opportunities for improvement in sedation practices and make recommendations to Council or administration as appropriate.

College of Dental Surgeons of Alberta

Governance and Program Support

- Maintain familiarity with the applicable sedation-related Standards of Practice and emerging best practices.
- Periodically review the Committee's Terms of Reference and recommend updates to Council.
- Provide subject-matter expertise to the College on sedation-related matters within the Committee's mandate.

Composition

Committee members are appointed by Council. The Committee is composed of:

- A minimum of three registrants with enhanced education in sedation who are actively practicing sedation.
- The Chair is designated by Council from among the Committee members.

The Council determines membership terms and responsibilities in accordance with the HPA and Bylaws.

Service Term

Committee members serve a five-year term unless they resign in writing or are removed with written notice by the Council before completing the term. Members continue to serve until reappointed, removed, or replaced. Members may be reappointed to serve additional terms.

Meetings

The Committee meets at least annually or more often as needed. Additional meetings are scheduled as needed to fulfil their responsibilities. Meetings may be held in-person or virtually. The Chair is responsible for scheduling and conducting meetings. Quorum is majority of committee members present.

Service Term

Members serve a five-year term unless they resign in writing or are removed by Council. Members may be reappointed and continue to serve until reappointed or replaced.

Costs and Per Diems

Committee members receive per diems in accordance with the CDSA Per Diem Policy. In addition to per diems, travel, accommodation, and other meeting-related costs are reimbursed according to approved College policies.

Reporting

To ensure transparency and accountability, the Chair prepares an annual report for the CEO/Registrar and summarizes the Committee's activities. If additional updates are required, these are provided to Council through the Chair.

Staff Support

Staff support is assigned by the CEO/ Registrar and includes logistical assistance, preparation and distribution of meeting materials, and technical support for all meetings.