



## **Sedation Committee**

### **Terms of Reference**

#### **Mandate**

The Sedation Committee (the “Committee”) shall review the credentials, educational programs and training materials submitted by any dentists wishing to provide the care described in the CDSA *Standard of Practice: Minimal and Moderate Sedation Deep Sedation and General Anaesthesia in Non-Hospital Dental Practice*.

The Committee is responsible for the review of unforeseen events involving the use of minimal and moderate sedation except in accredited facilities.

#### **Duties**

1. Assessment and approval of a regulated member’s credentials under the Standard of Practice; with the exception of deep sedation and general anaesthesia.
2. Assessment and approval of an education program under the Standard of Practice; with the exception of general anaesthesia programs.
3. To review unforeseen events involving the use of minimal and moderate sedation except in accredited facilities.

#### **Decisions**

The members of the Committee will strive for agreement on all matters before it. The Committee will approach issues in a constructive and collaborative manner and will work to ensure ongoing interaction and cooperation.

#### **Composition**

The Committee will be composed of a minimum of three (3) regulated members. Each member will have an enhanced education in sedation and must currently be practicing sedation. The Committee terms of membership and duties are determined by Executive Committee. The Chair of the Committee will be chosen by the President.

#### **Meetings**

The Committee will meet at as required. Ideally, meetings will be by teleconference and video-conference. The Chair will keep minutes and provide an annual report to the Chief Executive Officer. The CDSA Administration will provide administrative and technical assistance in organizing meetings, including electronic meetings.

**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.

**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 teleconference portals, meeting room rental, meals during the meeting and audio visual equipment rental when required. Per diems will be paid to Committee members according to the CDSA Per Diem Policy.

**Reporting**

The Chair of the Committee reports directly to the CDSA Council. The Chair will provide reports of all of their activities to the Chief Executive Officer.

**Staff Support**

Staff support for the Committee will be assigned by the Chief Executive Officer of the CDSA. Staff support will include assistance as required.

**Committee Members**

- Dr. Shawn Higashi (Chair)