














## Action Plan: College of Dental Hygienists of Manitoba (CDHM)

 Complete

In response to the Fairness Commissioner's recommendations, the College of Dental Hygienists of Manitoba proposed the following action plan as of July 2012.

OMFC Recommendations	Action Plan	Status as of March 2016
1.	With regard to the registration information on College's website:	
a.	That a dedicated landing page for Internationally Educated DHs be developed that provides clear, complete and accurate information about the assessment and registration process;	With the assistance of the College of Dental Hygienists of Manitoba's (CDHM) website administrator, a dedicated landing page for Internationally Educated DH's will be developed that will provide clear, complete and accurate information about the assessment and registration process. This landing page will be easily accessible, contain appropriate links and will be straightforward to navigate.  Mar 2014
b.	That the Competency Assessment Guide be made available on the College's website and be revised to ensure ease of navigation and accurate information about the flexibility surrounding policies and available supports;	With the assistance of the College of Dental Hygienists of Manitoba's (CDHM) website administrator, the Competency Assessment Guide will be made available on the dedicated landing page for Internationally Educated DH's, on the College's website. This document will be revised to ensure ease of navigation and accurate information about the flexibility surrounding policies and available supports.  Mar 2014
c.	That accurate information be provided about the College's flexibility surrounding assessment and registration policies, including registration currency requirements, previous registration and the 4-month application window;	The Registration Review process will be revised to ensure that accurate information is provided about the College's flexibility surrounding assessment and registration policies; including registration currency requirements i.e. practice hour requirements, the previous registration requirement and the 4-month application window.  Feb 2014
d.	That the support the College can provide to secure suitable patients and tools for applicants undergoing the competency Assessment be made clear;	The College will develop a support policy and make clear in its registration information that nature of support that it can provide with regard to securing suitable patients and tools for the Competency Assessment.
e.	That information be provided that gives Internationally Educated DHs a realistic sense of the full costs and time of registration, including detailed information about the College's assessment timelines;	The College will revise its information specific to the full registration process with the CDHM, including the full costs and times associated with this process so that Internationally Educated DHs can make an informed decision on how they would like to proceed with the process. This information will be located on the dedicated landing page for Internationally Educated DHs.  Mar 2014
f.	That information be provided about any available financial supports and academic upgrading opportunities for Internationally Educated DHs.	In collaboration with the Office of the Manitoba Fairness Commissioner (OMFC), the College will post, on its dedicated landing page for Internationally Educated DHs, all links specific to available financial supports offered through governmental resources. The College will also provide information regarding academic upgrading opportunities for Internationally Educated DHs on its website.  Mar 2014
2.	With regard to the College's documentation requirements:	
a.	That the College work with the National Body to ensure IEAs are not subject to redundant documentation requirements;	The College will collaborate with the NDHCB to ensure IEAs are not subject to redundant documentation requirements specific to the registration process.  Feb 2014
b.	That the College work with the National Body to review the relevance and necessity of the extensive range of documentation currently required of IEAs in the context of a rigorous assessment process that involves both a	The College will collaborate with the NDHCB to examine and review the relevance and necessity of the extensive range of documentation currently required of IEAs specific to the assessment process which involves both the NDHCE and the

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	National Exam and Competency Assessment;	Competency Assessment.	
c.	That the College develop an alternative documentation policy and provide information about the possibility of alternative documentation in its registration material;	The College will implement an alternative documentation policy and provide information about the policy in its registration information.	
d.	That the College contact the National Body to discuss the implementation of an alternative documentation policy with regard to its documentation requirements;	<p>Although this is not mentioned in their assessment information, the NDHCB does provide some alternative documentation opportunities for applicants. In addition, the NDHCB is currently reviewing other documentation options i.e. continuing education units and previous employment history. This will support an alternative way for candidates to demonstrate the required dental hygiene competencies. In this emerging structure, all competencies listed will be required to be met and the candidates must provide proof of where the competencies were taught in course curriculum or through employment experience and then further to what level the competencies were performed.</p> <p>The College will request the NDHCB make clear its alternative documentation possibilities in its assessment information.</p>	 Feb 2014
e.	That the College reconsider and extend its 4-month application window.	The College will extend its 4-month application window to a full year from the date the first document is received by the College from the applicant.	 Feb 2014
3.	That the College contact the National Body and request the mandatory previous registration or eligibility for registration requirement be reconsidered. That recent graduates without previous registration not be required to supply evidence of eligibility for registration in their previous jurisdiction;	The College will contact the NDHCB, explain the Fairness Commissioner's recommendation to waive the previous registration requirement in the circumstance of recent graduates and will request the recommendation be reviewed and implemented.	 Dec 2012
4.	That the College review the English language proficiency demands of the profession and its assessment process. That the College advise applicants of the appropriate levels of English language proficiency levels needed for the assessment process and in the field	With the expertise and support of the OMFC, the College would be agreeable to benchmarking language proficiency specific to the profession of dental hygiene. Once the language proficiency assessment is complete, it would be reviewed and if approved by the CDHM Council, could then be placed on the CDHM website to ensure that applicants are made aware of the entry-to-practice language demands/requirements of the profession.	-
5.	That the College develop and implement partial credit possibilities for the Competency Assessment	The College will consider implementing partial credit possibilities for the Competency Assessment, The Ethics and Jurisprudence component of the assessment is one potential option for partial credit fulfillment.	-
6.	That with respect to College's appeal policy and procedure:		
a.	That clear appeal information be provided in the College's registration information. That appeal information accompany any assessment or registration decision that denies or conditions registration. That similar appeal opportunity and information be provided for assessment decisions of the College's Competency Assessment;	The College agrees to provide clear appeal information in its registration package and also as part of any assessment or registration decision that denies or places conditions on the registration of the applicant. Similar information will also be a part of the competency assessment package given to applicants prior to commencing the competency assessment process.	 Feb 2014
b.	That a formal policy/procedure be implemented for the provision of detailed, written reasons for appeal decisions;	The College will create policies and procedures ensuring that written, detailed responses are given to an applicant regarding any appeal decision that is unfavorable.	 June 2013
c.	That the College contact the National Body to ensure its eligibility assessments to write the National Exam are subject to appeal and that appeal information accompanies eligibility assessment letters.	The College will contact the NDHCB to ensure that its eligibility assessments to sit the National Exam are subject to an appeal process. Currently the NDHCB is reviewing their policies and procedures and the will be instituting a change whereby applicants will be given a notice of right of formal review if the applicant believes that s/he has been treated unfairly. This new	 Dec 2013

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	component will be added to every decision.	
7. That the College provide applicants information about their access to records and the process whereby record requests are made.	The College will create policies and procedures on how all applicants and registrants may access their records and the process whereby record requests are made.	 Feb 2014