



CDHA Professional Development Advisory Committee (PDAC) Terms of Reference

Mission

The PDAC will support CDHA by providing guidance with professional development activities that will support members and non members in their quest for lifelong learning.

Mandate

The PDAC supports the Manager of professional development's endeavours to offer quality professional development that aligns with CDHA's members needs and the Board of directors End on Professional Knowledge.

Guiding Principles

The members of the PDAC value:

- **Evidence-informed practice** – uses and relies on evidence-informed approaches
- **Diversity, equity, and inclusion** – promotes equality, openness and belonging
- **Integrity** – promotes fairness, social justice and participates with honesty and truthfulness
- **Continuing competence** – maintains competence and believes in lifelong learning
- **Excellence** – sets the standard for high quality professional development
- **Collaboration** – participates in intraprofessional, interprofessional and team-based work
- **Communication** – demonstrates effective verbal, non-verbal and written communication
- **Respect** – for one another's ideas, abilities, qualities, and achievements
- **Creativity** – “can do attitude” & “willing to find a way”

Membership

The PDAC shall consist of no more than eight (8) members from the dental hygiene community and ensure diversity and pan Canadian representation. Committee members must hold a CDHA active (practising) membership and an active licence/registration in good standing with their provincial or territorial regulatory body.

The committee will have representation from the following categories:

- Clinical practice setting
- Specialty practice setting (i.e., periodontics, orthodontics, orofacial myofunctional therapy etc.)
- Alternative dental hygiene practice setting (i.e., administration, public health, education, research)
- An Indigenous person
- Various regions from across Canada

CDHA staff members who sit on the PDAC include the Manager of Professional Development.

Recruitment and Selection

The Manager of professional development will issue a call to members to submit a letter of interest outlining areas of strengths and potential contributions as a professional development advisor in addition to a résumé. Committee members will be selected by the Manager of professional

development in consultation with the Director of dental hygiene practice and in accordance with the criteria set out for committee membership.

Terms of Office

Each term of office is for three years, renewable once upon recommendation from the Manager of professional development. Membership on the committee is voluntary.

Roles and Responsibilities

1. Identify key trends, issues, and challenges currently faced by dental hygienists in their region and across Canada.
2. Identify professional development needs.
3. Advise on potential future topics, speakers, and educational methodologies based on current data and needs.
4. Assess professional development activities for value, credibility, and relevancy to the profession.
5. Participate in and offer feedback on CDHA professional development on an on-going basis.
6. Promote and value continuing competence and lifelong learning.

A Chairperson will provide leadership for the PDAC by facilitating discussion at the meetings. The Chairperson appointment will be made for a full three-year term or until their term on the committee ends. The selection of the Chairperson will be from within the PDAC.

Meetings and Communications

Committee members should feel comfortable openly sharing information with the group and agree to maintain the confidentiality, security and integrity of all materials, conversations and information shared during and after their term on the committee.

- Meetings will be held virtually at a minimum of twice per fiscal year, at a time and day agreed upon by committee members.
- Quorum will be achieved with a minimum of four (4) committee members.
- The Chairperson is counted as a voting member.
- In the absence of the Chairperson, CDHA's Manager of professional development will act as Chair.

Committee members must maintain active participation through email communications, reviewing of materials, sharing of dialogue, and meeting attendance.

Note: This committee will be conducted in English, with French simultaneous interpretation available via Zoom or Teams.

Conflict of Interest

Committee members must act in the best interests of CDHA and the public it serves. Committee members are required to disclose any actual, potential, or perceived conflicts of interest that could influence, or be perceived to influence, their judgment or recommendations. Where a conflict exists, members may be required to abstain from related discussions or decision-making or take other measures as determined by CDHA. Failure to disclose or appropriately manage a conflict of interest may result in removal from the Advisory Committee.

CDHA's Commitment

CDHA will provide members with complete, accurate, and meaningful information in a timely manner and ensure reasonable time for provision of input.

Confidentiality

PDAC members will hold secret any information acquired in the professional relationship with CDHA and respect the privacy and hold in confidence the information disclosed to them as part of this committee except in certain narrowly defined exceptions.

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