

Terms of Reference Healthy Workplace Advisory Committee (HWAC)

Mission

The HWAC will support CDHA by providing expertise, guidance and support in the development of resources to support CDHA members in establishing healthier and more respectful workplaces.

Mandate

The HWAC will provide advice to the Manager of Professional Practice, who endeavors to promote resources and education enabling dental hygienists to attain and maintain a healthy and respectful work environment. The HWAC mandate aligns with CDHA Board Ends policies.

Roles and Responsibilities

The HWAC members will act as an essential resource to CDHA by:

- Identifying healthy and respectful workplace needs
- Developing ongoing strategies for addressing identified needs
- Participating in planning sessions
- Providing feedback on resources developed by CDHA

Committee Composition

The HWAC shall consist of no less than 6 and no more than 9 members with demonstrated leadership abilities and a variety of years of practice in the dental hygiene profession. Four to seven members from the dental hygiene community and a maximum of two from other health professions. Dental hygiene committee members must hold a CDHA active (practising) membership and an active licence/registration in good standing with their provincial or territorial regulatory body.

CDHA is interested in recruiting members from diverse backgrounds and experiences in both the dental hygiene profession and other relevant professions. CDHA will endeavor to select members from the following practice areas:

- Dental hygienists in education
- Dental hygienists in corporate dentistry
- Dental hygienists in clinical practice

- Alternative dental hygiene practice setting (i.e., administration, public health, education, research)
- Dental hygienists that have experience with a regulatory body
- Indigenous dental hygienists
- Various regions across Canada
- Member from other health professions with healthy workplace experience
- Member from other health professions with experience in the mental or physical health field

CDHA staff members who sit on the HWAC include the Manager of Professional Practice.

Recruitment of Committee Members

The Manager of Professional Practice will issue a call to members to submit a resume and a letter of interest outlining areas of strength and potential contributions with respect to healthy and respectful workplaces. Committee members will be selected by the Manager of Professional Practice in consultation with the Director of Dental Hygiene Practice and in accordance with the criteria set out for committee membership.

In the event that the representation does not fulfill all the needs of the Committee, targeted invitations to potential professionals will be done.

Term of Office Appointments

Committee members will be appointed for a three-year term. Appointments may be renewed for an additional one term upon recommendation from the Manager of Professional Practice.

Chairperson Role

The Chairperson selection is determined by the Committee members. The term of the appointment is a full three-year term renewable once (consecutively) at the discretion of CDHA. The Chairperson provides leadership, guidance, and support to the HWAC and CDHA, facilitates discussion at the meetings, and assists the group to resolve any issues that may arise. The volunteer incumbent will ensure the work of the committee advances the project deliverables and aligns with CDHA's mission and Board End Policies.

Sub-Committees

The HWAC may establish sub-committees as the need arises so that a small group of committee members can ensure that sufficient attention is given to specific issues. Occasionally, additional external topic experts may join the sub-committees. The sub-committee reports on activities to the HWAC.

Meetings and Communication

The committee encourages members to openly share information amongst themselves. By joining the committee, each member agrees to maintain the confidentiality, security and integrity of all materials and information shared during and after their term on the committee.

- A 1-hour virtual meeting will be held once per quarter at a time and day agreed upon by committee members.
- A majority of committee members at a meeting constitutes a quorum.
- The Chairperson is counted as a voting member.
- CDHA serves as chair, should the Chairperson not be available for a meeting.
- Email communication to share resources and feedback may be required between meetings.

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

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

Guiding Principles

The members of the committee value:

- Excellence
- Creativity
- Leadership
- Collaboration
- Compassion
- Speaking with a shared voice
- Professional rather than personal agenda
- Diversity and inclusion
- Respect (value and respect for other professions and others in the dental hygiene field)

Conflict of Interest

Members of the HWAC 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.

Confidentiality

HWAC 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.

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.