

## Independent Dental Hygiene Practice Advisory Committee (IDHPAC)

### Terms of Reference (TOR)

#### Mission

The mission of the Independent Dental Hygiene Practice Advisory Committee (IDHPAC) is to support CDHA by providing expertise to guide and support the growth and development of independent practice and foster the evolution of the dental hygiene profession.

#### Mandate

IDHPAC will advise the Professional Practice Advisor, whose endeavours are to promote opportunities for independent practice and support dental hygiene independent practitioners. The committee will also assist in developing an operational plan for CDHA's vision of independent practice. IDHPAC's mandate aligns with CDHA Board Ends policies.

#### Future Vision

IDHPAC members will act as an essential resource to CDHA by:

- Articulating independent practice needs
- Participating in the ongoing strategic planning cycle for the independent dental hygiene practice agenda
- Acting as ambassadors for independent practice
- Serving as a conduit for consulting with independent practitioners across Canada
- Providing feedback on the way CDHA is meeting members' needs

#### Committee Composition

The IDHPAC shall consist of no more than 9 members from the dental hygiene independent practice community who currently own an independent practice. Committee members will hold membership with CDHA and with the Independent Practice Network (IPN).

#### Additional Considerations

CDHA is interested in recruiting members with diverse backgrounds and experiences in independent practice and will endeavor to select committee members from each of the following practice areas:

- Dental hygienists who own a stand-alone practice
- Dental hygienists who own a mobile practice and
- Dental hygienists who practice in long-term care

CDHA is committed to establishing a committee that represents the geographic areas in Canada.

#### Recruitment of Committee Members

The Professional Practice Advisor will seek a letter of interest from interested members. The letter of interest should outline the member's background and areas of expertise, including their independent practice experience. Members will be selected in accordance with the criteria set out for committee membership.

**Terms of Office Appointments**

Committee members will be appointed for a three-year term. Upon recommendation from IDHPAC, appointments may be renewed for one consecutive term.

The Chairperson will be appointed for a three-year term. The committee will select the chairperson.

**Sub-Committees**

The IDHPAC establishes subcommittees as needed so that a small group of committee members can ensure that specific issues receive sufficient attention. Occasionally, additional external topic experts join the subcommittees. The subcommittee reports on activities to IDHPAC.

**Guiding Principles**

The members of the committee value:

- Excellence
- Creativity -“can do attitude” “willing to find a way”
- Leadership -take the risks to take a quantum leap forward for the dental hygiene profession
- Collaboration
- Compassion (value and respect for other professions and others in the dental hygiene field)
- Speaking with a shared voice
- Professional rather than personal agenda
- Diversity and inclusion

**Meeting and Communication**

Committee members may be required to attend one in-person meeting annually. Additional communication will include e-mail and teleconferences. A majority of committee members at a meeting constitutes a quorum. Members must maintain active participation to remain on the committee. Meetings and communication will be in English only.

**Confidentiality**

The committee encourages members to share information openly. 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.

**Additional Notes**

CDHA will reimburse members for expenses related to attending in-person meetings, including travel, meals, and accommodation, according to the CDHA meeting expense policy. No honoraria/per diems are paid for attending meetings.

**Review Date and Changes**

Date	Change	Approval Date
May 15th	Added English only committee under Communication by KT	June 10 <sup>th</sup> 2025
March 23 <sup>rd</sup> 2026	Noted that there are 9 members and not 8	