

Sedation and General Anesthesia Committee

Terms of Reference

BCCOHP's governance structure is focused on transparent decision making in the public interest.

BCCOHP committees are accountable to the Board. Each committee has specific duties and responsibilities that help the Board meet its mandate. Committees support the Board and help the Board to meet its regulatory responsibilities.

Committee members collaborate with professional staff to meet BCCOHP's mandate.

Mandate

The Sedation and General Anesthesia Committee assesses the compliance of registrants, and the dental facilities in which they operate, with the sedation and general anesthesia standards.

Composition

The committee is composed of at least 9 members and must include:

- At least 6 full dentist registrants, limited (restricted-to-specialty) registrants, or certified dental assistants, and
- At least 3 public members
 - At least 2 public members who are medical practitioners certified in anesthesia by the Royal College of Physicians and Surgeons of Canada, who are confirmed by the College of Physicians and Surgeons of British Columbia as suitable for membership on the committee, and
 - At least 1 public member who is a biomedical engineer

Committee members, who provide sedation and general anesthesia, must have current credentials and experience providing deep sedation and general anesthesia. Registrants must be qualified to provide at least moderate sedation.

At least 1/3 of the total membership must consist of public members. Board members cannot be a member of the Sedation and General Anesthesia Committee.

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The Board appoints committee members for terms of 1 or 2 years, to a maximum of 6 consecutive years.

Composition Matrix

BCCOHP will aim to appoint one or more individuals with the following competencies to join the Sedation and General Anesthesia Committee:

Assessment

Experience assessing performance and facilitating assessments or inspections to determine if qualifications have been met.

Committee and Panel Leadership

Experience in facilitating committee and panel meetings, developing a positive culture, conflict resolutions and fostering effective decision-making.

Dentistry Practice

Familiarity with dentist/practice and domains of practice (clinical, educational, research, administration). The committee should have members with experience in moderate sedation, deep sedation and GA. The committee would also benefit from members with experience sedating patients 12 years of age or under, utilizing moderate and deep sedation.

Healthcare Terminology

Know and understand the common terminology, acronyms and phrases used in health care.

Professional standards and ethics

Knowledge and experience of the standards of practice and standards of professional ethics at regional, provincial, national and international levels; understanding of the sedation and GA standards and scope of practice that guide dental practice in BC and be able to determine if a breach might occur.

Registration processes/requirements

Understanding the process, procedures and requirements that underpin sedation and GA registration and renewal at BCCOHP and be able to evaluate information and determine eligibility.

Standards and scope of practice

Understand the process, procedures and requirements that underpin registration and renewal of sedation and general anesthesia authorization at BCCOHP and be able to evaluate information to determine eligibility, including registration categories and educational requirements.

System Perspective

Knowledge of practice overlap, including diverse experience with, for example, other health care professions. This may include: CPSBC's sedation standards, BCCNM's regulations, Biomed, etc.

Authority

In accordance with Section 19(t) of the *Health Professions Act*, the Board has the power to establish committees it determines are necessary or advisable. The Sedation and General Anesthesia Committee was established under this provision and therefore receives its authority from the Board. The Board approves the processes and authority of this committee.

Duties and Responsibilities

In accordance with BCCOHP Bylaw 4.10, the committee

- (a) authorizes qualified dentists to provide sedation or general anesthesia;
- (b) assesses the compliance of qualified dentists with the standards for sedation and general anesthesia, including whether dentists are operating, in compliance with those standards, the dental offices and other facilities (that are not a hospital) where they provide sedation or general anesthesia;
- (c) collaborates with other health colleges on processes for assessing and authorizing sedation and general anesthesia services, and
- (d) at least every two years, reviews and assesses the committee's terms of reference and makes recommendations to the Board for amendment of same.

In addition to the bylaws, the committee

- (e) identifies potential changes to the Sedation and General Anesthesia Services Standards and informs the Standards and Guidance Committee.

Meetings and expectations

The committee typically meets **5** times per year but may meet more often if necessary. Committee meetings are usually held at the end of the business day for 3 hours and require preparation. Schedule and meeting length are dependent on member availability and committee workload.

Committee members are compensated for attending meetings in accordance with BCCOHP's Remuneration and Expense Policy.

Expectations:

In addition to the expectations for all committee members, members of the Sedation and General Anesthesia Committee are expected to:

- Review approximately 25 applications for registration each year and confirm qualifications.
- Review and confirm compliance of approximately 70 deep sedation and GA facilities per year (self-assessments and in-office assessments).
- Review and confirm compliance of approximately 250 moderate sedation facilities (self-assessments and in-office assessments) per year.
- Participate in at least 3 meetings per year.

Each committee member has a personal responsibility to be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings and assessments. Committee members must recuse themselves from any discussions or decision in which they have a conflict.