



PRACTICE DIRECTION

Practice Owner / Operator Guide

College of Dental Hygienists of Prince Edward Island

July 2026

1. Authority and Purpose

This Practice Direction is issued by the College of Dental Hygienists of Prince Edward Island (CDHPEI) under the authority of the Regulated Health Professions Act, S.P.E.I. 2021, c.48 (RHPA). This document provides regulatory guidance to dental hygienists who own or operate a dental hygiene practice in Prince Edward Island. It must be read in conjunction with the RHPA, Dental Hygienists Regulations (2023), CDHPEI Bylaws, Standards of Practice, and Code of Ethics.

2. Legislative Framework

Practice owners must comply with all applicable legislation including but not limited to:

- Regulated Health Professions Act (2021), including Part 4 - Professional Conduct and s.92 (Advertising)
- Dental Hygienists Regulations (2023) – Scope of Practice provisions
- Standards of Practice and Code of Ethics
- Health Information Act (HIA), R.S.P.E.I. 1988, c. H-1.41
- Occupational Health and Safety Act, R.S.P.E.I. 1988, c. O-1.01
- Workers Compensation Act, R.S.P.E.I. 1988, c. W-7.1

- Workplace Safety and Health Regulations including WHMIS provisions

[Regulated Health Professions Act \(2021\)](#)

[Dental Hygienists Regulations \(2023\)](#)

[CDHPEI Standards of Practice](#)

[CDHPEI Code of Ethics](#)

[Health Information Act \(HIA\)](#)

[Occupational Health and Safety \(OHS\) Act](#)

Operators are also required to follow the practice guidelines:

- [Quality Assurance and X-Ray Guide \(Safety Code 30\)](#)
- [IPAC \(Infection, Prevention and Control Guidelines\)](#)

3. Professional Readiness and Competence

Prior to becoming a dental hygiene practice owner/operator, it is important the operator ensures they are competent to practice independently within the legislated scope and address specific gaps in knowledge or skills. Practice owners must maintain competence in:

- Standards of Practice
- Code of Ethics
- Infection Prevention and Control
- Medical emergencies
- Record management and privacy law
- Occupational health and safety
- Financial systems and bookkeeping
- Quality control and dental x-ray safety

The College recommends having a **minimum of two years** practice in a clinical setting prior to starting an independent practice.

4. Business Planning and Structure

Dental hygienists may operate as:

- Sole Proprietorship
- Partnership or Limited Partnership
- Health Profession Corporation (as permitted under RHPA)

Business names must be professional, dignified, and approved by the Registrar.

Practice owners are responsible for municipal licensing, zoning, CRA registration, tax compliance, and business insurance. The College recommends 5 million dollars for insurance of a dental hygiene practice.

If the dental hygienist moves, transfers, or closes a dental hygiene practice, they must notify the College by email as well as updating their “employment” tab in their online (HMS) account.

5. Independent Practice and Consent

Dental hygienists in PEI may practice independently. Written consent from a dentist is not required in independent settings (see Approval required in Regulations sub-section 14(2). However, registrants must:

- Obtain informed consent from Client prior to treatment
- Assess contraindications and seek proper approval (subsection 14(2) Regulations)
- Refer when required
- Document clinical rationale

6. Standards of Practice and Ethical Obligations

Practice owners must comply with CDHPEI Standards of Practice and Code of Ethics. Under RHPA s.92, advertising must not be untruthful, inaccurate, misleading, or capable of misinforming the public. Professional conduct obligations apply to social media and electronic communication.

7. Infection Prevention and Control (IPC)

Practice owners must implement and maintain an IPC program consistent with current evidence and CDHPEI standards. Policies must address sterilization, reprocessing, environmental cleaning, occupational exposure protocols, and documentation. Policies may be requested during inspection.

Dental hygienists who own/operate practices are accountable for ensuring a safe practice environment that prevents the transmission of infectious agents. This includes developing a practice-specific IPC program that includes content from the following resources:

- [IPAC Infection, Prevention and Control Guide PEI](#)
- [CDHPE Practice Direction for IPC for Mobile Delivery of Services](#)
- [Prince Edward Island Body Fluid and Exposure Guideline](#)

8. Medical Device Reprocessing

Dental hygienists must demonstrate competence in medical device reprocessing. All equipment must be Health Canada approved and maintained according to manufacturer specifications. Previously owned equipment must be verified safe for use.

The Canadian Standards Association (CSA) online training program for Medical Device Reprocessing in Dental Health Care Settings can be accessed through this website:

[Medical Device Reprocessing in Dental Health Care Settings](#)

9. Occupational Health and Safety

The OHS Act and its regulations describe the minimum standards for occupational health and safety on PEI and the general safety principles for Island workplaces.

[Occupational Health and Safety \(OHS\) Act](#)

Practice owners are employers under the OHS Act and must:

- Conduct hazard assessments

- Maintain written safety policies
- Ensure WHMIS compliance
- Maintain SDS (Safety Data Sheets)
- Provide staff training
- Establish emergency response plans
- Ensure proper chemical storage and disposal

10. Privacy and Record Management

Under the Health Information Act (HIA), practice owners are custodians of personal health information. Custodians must establish written privacy policies regarding record:

- Collection
- Use
- Disclosure
- Retention
- Storage
- Destruction

Clients must have access to their records upon request. More information can be accessed here:

[Health Information Act \(HIA\)](#)

11. Referral Obligations

Dental hygienists must refer clients when conditions fall outside scope, require dental treatment, or require medical consultation. Documentation must include assessment findings and referral rationale.

12. Audit and Inspection

The College may conduct inspections or audits pursuant to the RHPA and CDHPEI Bylaws. Practice owners may be required to provide IPC policies, privacy policies, equipment documentation, and proof of compliance. Corrective actions may be required.

13. Equipment Requirements

All clinical equipment must be licensed for use in Canada and maintained according to manufacturer specifications. Documentation of maintenance and testing should be retained.

14. Additional Practice Considerations

Adjunctive services such as orofacial myology, and mouthguard fabrication remain subject to scope of practice, informed consent requirements, and referral obligations.

15. Dental Hygiene Process of Care

All registrants must utilize the Dental Hygiene Process of Care: Assessment, Dental Hygiene Diagnosis, Planning, Implementation, Evaluation. Documentation must clearly reflect this framework.

16. Billing and Government Programs

Dental hygienists must obtain a Unique Identification Number (UIN) through CDHA to submit insurance claims. Eligible clients may access coverage under programs such as the Canadian Dental Care Plan (CDCP).

APPENDIX A

Dental Hygiene Practice Owner / Operator Notification Form

Registrant Name: _____

Registration Number: _____

Practice Name (if applicable): _____

Business Structure: _____

Practice Address: _____

Phone Number: _____

Email Address: _____

Names of Other Registrants Practicing at Location: _____

Declaration:

I acknowledge my obligation to comply with the Regulated Health Professions Act, Dental Hygienists Regulations, CDHPEI Bylaws, Standards of Practice, Code of Ethics, Health Information Act, and Occupational Health and Safety Act.

Registrant Signature: _____ Date: _____