

Policy: Special Authorization for the Reserved Activity

Date established:	March 1, 2023	Category:	Special Authorization
Approved by:	CDHPEI Council	Authority:	Dental Hygienists Regulations 15(1)

Policy Statement

Members of the CDHPEI who hold a General Registration may apply for a special authorization to have their local anesthetic credentials recognized by the CDHPEI. Once a member has received that recognition, they may administer local anesthetic as part of their dental hygiene practice, under the conditions set out in the Dental Hygiene Regulation 15(1).

The CDHPEI has determined the following policy based on the education of the member in local anesthesia, the length of time which has passed since the member has received that education and /or the length of time that has passed since the member has practiced the competency or skill.

Procedure

1. Education

Applicants or registrants of the College may apply for recognition of their local anesthesia credentials if they have completed a course in local anesthesia approved by the CDHPEI Council including:

- i. A local anesthesia course, program or module delivered by a dental or dental hygiene educational program accredited by the Commission on Dental Accreditation of Canada (CDAC) or the American Dental Association Commission on Dental Accreditation (ADA/CODA), or
- ii. A local anesthesia course, program or module delivered by a dental or dental hygiene educational program not accredited by the CDAC or ADDA/CODA but which has been reviewed by the CDHPEI and it is determined to have substantial equivalency to the accredited local anesthesia courses.

2 Categories

A) Members who have completed their local anesthesia program 0 - 36 months prior to the date of application for recognition of local anesthesia credentials (special authorization), must provide:

- i. A completed Special Authorization request supplied in the online registration system under Education;

- ii. Evidence (as specified in the request form) of successful completion of a local anesthesia program delivered by a dental or dental hygiene educational program;
- iii. Detailed course information (course outline, syllabus, workbook, manual) if the program does not qualify under section 1(i) above; and
- iv. Evidence of CPR certification ([at the level required by Council](#)) delivered in accordance with the Canadian or American Heart and Stroke Foundation (your CPR certificate must be present in your online registration system profile and must have been issued within the last twelve months).

Policy:

1.0 The Registrar will review and verify documentation. The Registrar may refer the matter to the College Council.

1.1 If substantial equivalency is determined, a CDHPEI special authorization to perform local anesthesia will be recognized and a certificate will be issued.

1.2 If substantial equivalency cannot be determined, the applicant will be advised to successfully complete a Council-approved local anesthesia program (a refresher course will not qualify).

1.3 A special authorization to perform local anesthesia will not be issued if the applicant is the subject of investigation or discipline related to unprofessional conduct in any jurisdiction.

B) Members who have completed their local anesthesia program more than 36 months but not more than 72 months prior to the date of application for recognition of local anesthesia credentials, must provide:

- i. A completed Special Authorization request supplied in the online registration system under Education;
- ii. Evidence (as specified in the request form) of successful completion of a local anesthesia program delivered by a dental or dental hygiene educational program;
- iii. Detailed course information (course outline, syllabus, workbook, manual) if the program does not qualify under section 1(i) above;
- iv. Evidence of CPR certification ([at the level required by Council](#)) delivered in accordance with the Canadian or American Heart and Stroke Foundation (your CPR certificate must be present in your online registration system profile and must have been issued within the last twelve months);
- v. Evidence of currency of administration of local anaesthesia in the form of a letter from your employer(s) verifying that you administered local anaesthesia on a regular basis.

Policy

- 1.0 The Registrar will review and verify documentation. The Registrar may refer the matter to the College Council.
- 1.2 If the Registrar or the College Council determines substantial equivalency of the local anesthesia course, program or module and there is evidence of currency of administration, a CDHPEI special authorization to perform local anesthesia will be recognized and a certificate will be issued.
- 1.3 If the Registrar or College Council determines substantial equivalency of the local anesthesia course, program or module, but more than 36 months have elapsed since the applicant last administered local anesthesia on a regular basis, the applicant will be required to:
 - i. Successfully complete a Council-approved local anesthesia refresher course/complete course prior to being reconsidered for special authorization and recognition of local anaesthesia credentials.
- 1.4 If substantial equivalency cannot be determined, the applicant's credentials will not be recognized and the applicant will be advised to successfully complete a Council-approved local anaesthesia program (a refresher course will not qualify).
- 1.5 A special authorization to perform local anesthesia will not be issued if the applicant is the subject of investigation or discipline related to unprofessional conduct in any jurisdiction.

C) Members who have completed their local anesthesia program more than 72 months prior to the date of application for recognition of local anesthesia credentials, they must provide:

- i. A completed Special Authorization request supplied in the online registration system under Education;
- ii. Evidence (as specified in the request form) of successful completion of a local anesthesia program delivered by a dental or dental hygiene educational program;
- iii. Detailed course information (course outline, syllabus, workbook, manual) if the program does not qualify in section 1(i) above;
- iv. Evidence of CPR certification ([at the level required by Council](#)) delivered in accordance with the Canadian or American Heart and Stroke Foundation (your CPR certificate must be present in your online registration system profile and must have been issued within the last twelve months)
- v. Evidence of currency of administration of local anesthesia in the form of a letter from your employer(s) verifying that you administered local anesthesia on a regular basis.

Policy

- 1.0 The Registrar will review and verify documentation. The Registrar may refer the matter to the College Council.
- 1.1 If the Registrar or the College Council determines substantial equivalency of the local anesthesia course program or module and there is evidence of currency of administration, a CDHPEI special authorization to perform local anesthesia will be recognized and a certificate will be issued.
- 1.2 If the Registrar or the College Council determines substantial equivalency of the local anesthesia course, program or module, but more than 36 months have elapsed since the applicant last administered local anesthesia on a regular basis, the applicant will be required to:
- i. Successfully complete a Council-approved local anesthesia program (a refresher course will not qualify) prior to being considered for special authorization to perform local anesthesia.
- 1.3 If substantial equivalency cannot be determined, the applicant’s credentials will not be recognized and the applicant will be advised to successfully complete a Council “approved” local anesthesia program (a refresher course will not qualify).
- 1.4 A special authorization to perform local anesthesia will not be issued if the applicant is the subject of investigation or discipline related to unprofessional conduct in any jurisdiction.

3. Currency of Special Authorization

Pursuant to the Dental Hygienists Regulations subsection 15(7), a Special authorization granted by the Registrar or Council expires on the suspension, cancellation or expiration of the dental hygienist’s registration, as the case may be, and may be renewed on renewal of the dental hygienist’s registration.

Revision History		
Revision date	Revision note	Approved by
1 March 2023	Policy established	CDHPEI Council