



COLLEGE OF DENTAL HYGIENISTS OF BRITISH COLUMBIA

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DENTAL HYGIENE ADVISOR

POSITION SUMMARY

The Dental Hygiene Advisor is a member of the professional team of the College of Dental Hygienists, reporting directly to the Registrar/CEO and functionally to the Director of Policy and Dental Hygiene Practice. The Dental Hygiene Advisor provides support on matters related to dental hygiene practice. Currently, this is a part time position with reasonably flexible work hours.

DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Provides oversight in the administration of the Canadian Performance Exam in Dental Hygiene (CPEDH) in BC
- Provides oversight to the PLAR Assessment process
- May conduct Inquiry Investigations and provides reports to the Inquiry Committee
- Researches, analyzes and prepares briefing materials, options and recommendations and draft resolutions on agenda issues as appropriate
- Provides clarification for registrants of the College on practice issues related to the Dental Hygienists Regulation, CDHBC Scope of Practice and Practice Standards.
- Makes policy recommendations for practice standards, quality assurance mechanisms, and the registration system
- Communicates relevant College policies to various Dental Hygiene Institutions
- Contributes to College publications and communication including webinar sessions and Conference attendance
- May be asked to undertake special projects for the Registrar/CEO
- May be asked to attend meetings
- May be asked to contribute to tasks normally outside the position description which are necessary from time to time for the efficient operation of the College

SKILLS AND QUALIFICATIONS

Required skills and qualifications include:

- Must be a Registered Dental Hygienist with CDHBC in good standing. 365-exempt registration preferred.
- Bachelor of Science Degree in Dental Hygiene, Health Sciences Degree and/or a Master's degree in a related discipline from an accredited institution is strongly preferred.
- Experience in exam oversight and administration
- Experience in credential assessment and/or prior learning assessments
- Strong knowledge of the College mandate and professional regulation

- Strong knowledge of the dental hygiene practice standards, codes of ethics, interpretation guidelines and dental hygiene competencies
- Experience with computers and standard computer software packages used for word processing, spreadsheets, and database management
- Excellent verbal and written communication skills
- Ability to problem solve and seek effective resolutions
- Good organizational skills
- Ability to navigate databases to extrapolate credible research on current dental hygiene topics/issues

HOW TO APPLY

All applications for this position must be submitted by email to: careers@cdhbc.com

Please submit a Cover Letter and CV and clearly indicate the position applied for in the subject line.

We thank all interested applicants for their interest; however, only those selected for an interview will be contacted.