

# What is the Status of the Proposed Orders Regulation?



**EARLY LAST DECEMBER, THE COLLEGE REPORTED TO MEMBERS THAT THE MINISTER OF HEALTH AND LONG-TERM CARE TONY CLEMENT HAD WRITTEN TO FORMALLY NOTIFY US THAT HE INTENDED TO SEND THE ORDERS REGULATION TO THE PROVINCIAL CABINET FOR ITS CONSIDERATION. A COPY OF THAT LETTER IS REPRODUCED AS PART OF THE PRESIDENT'S MESSAGE ON PAGE 5 OF THE JAN/FEB 2002 ISSUE OF *DISPATCH*. continued on page II**

## Status of the Proposed Orders Regulation *con't*

As of early January 2002, we have not received official notice from the provincial government about the approval and passage into law of the Orders Regulation. Nor, at this time, do we know the final wording of the Regulation. Once it comes into effect, the College will ensure that dentists in the province have the necessary information to implement the Regulation in their practice.

This proposed Regulation covers orders for dental hygienists for scaling teeth and root planing including the curetting of surrounding tissue, and orthodontic and restorative procedures; and orders for a number of procedures to be performed by registered nurses and respiratory therapists.

To assist members the College offers the following information about the Orders Regulation that relates to dental hygienists. We hope that this is helpful. It must be noted that this information is based on what we anticipate might be the final wording of the Regulation.

### Any questions?

If you have any questions about what this means in your dental office, please contact:

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# Orders Regulation Related To Dental Hygienists

## - General Guidance for the Profession



**Q.** What kind of orders are covered in the proposed regulation?

**A.** The proposed regulation refers to two different types of orders for the authorization of dental hygienists for the scaling of teeth and root planing, including the curetting of surrounding tissue. They are described as specific orders and standing orders.

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### SPECIFIC ORDERS

**Q.** Under what circumstances would I issue a specific order for one of my patients?

**A.** A dentist may only provide a specific order if he/she has per-

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sonally reviewed the current medical history of the patient. This review is done to determine:

- if there are contraindications to the performance of the procedure to be authorized under the order;
- the conditions, if any, under which the procedures may be safely performed.

**Q.** Can the specific order be in writing or given orally?

**A.** The specific order can be either in writing or given orally if the procedure is to be performed in the dentist's office.

**Q.** What do I need to do differently if the specific order is for a procedure to be performed outside my office?

**A.** If the order is to authorize a procedure to be performed outside the dentist's office, the order must be in writing.

It must also include the following:

- the name of the dentist providing the order;
- the name of the patient;
- the date of the order;
- the procedures being authorized;
- any special conditions attached to the order;
- any specific instructions that are important to the performance of the procedure;
- the statement that the order expires on completion of the procedures; OR, if they are not completed, within three months after the date of the order if the procedures have not been initiated by that time; OR six

months after the date of the order in all other cases.

**Q.** Do I have to keep a copy of a written specific order?

**A.** Yes. A copy of the written specific order should be placed in the dentist's patient record.

**Q.** What if the written specific order authorizes a procedure to be performed in a public hospital?

**A.** In this case, the dentist must comply with recordkeeping requirements set out in the Regulations made under the *Public Hospitals Act*.

**Q.** What must I do if the specific order is given orally?

**A.** If the specific order is given orally, the dentist must ensure that the particulars of the order are recorded in the dentist's patient records.

**STANDING ORDERS**

**Q.** When can I use a standing order?

**A.** A dentist may provide a standing order for a patient if she/he has first established a written protocol in order to determine:

- if there are contraindications to the performance of the procedure to be authorized under the order;
- the conditions, if any, under which

the procedures may be safely performed.

**Q.** Can a standing order be either in writing or given orally?

**A.** Just like the specific order, the standing order can be either in writing or given orally for a procedure to be performed in the dentist's office.

**Q.** Does a record of the oral standing order go in the patient's record?

**A.** Yes. In this case, the dentist providing the order must ensure that the particulars of the order are recorded in the dentist's patient record.

**Q.** Is this the same procedure for a written standing order?

**A.** Yes. A copy of the written standing order must be maintained by the dentist.

**Q.** What is the written protocol that must be in place before a standing order can be given?

**A.** The written protocol puts certain conditions on the use of the standing order. No authorized act can be performed by the dental hygienist unless:

- A current medical questionnaire for the patient is completed in writing.
- All the questions in that questionnaire are answered in the negative, indicating that the patient is not

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medically compromised and that there are not contraindications to the performance of the procedures.

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**Q.** What if all the questions in the medical questionnaire that are included in the written protocol are not answered in the negative?

**A.** Then the authorized person must do either of the following:

- Obtain confirmation from the dentist who provided the order that the procedures may still be performed.
- OR**
- Obtain medical clearance from a member of the College of Physicians and Surgeons of Ontario before performing the procedures.

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**Q.** Does the written protocol need to include anything more than the medical questionnaire?

**A.** Yes. The written protocol must address a number of other matters.

- The medical questionnaire used must be approved by the dentist.
- A copy of the completed questionnaire must be given to the dentist for the patient's record kept by the dentist.
- If medical clearance was given for the procedure by a member of the College of Physicians and Surgeons, then the particulars of that clearance must also be given to the dentist for the patient's record kept by that dentist. This information must include the name and address of the person who provided the clearance.

- A written summary of the procedures performed under the order must be given to the dentist following their completion.
- The order expires either on completion of the procedures authorized in the order, OR 12 months after the date of the order if the procedures are not completed earlier.

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**Q.** Do I need to keep a copy of the written protocol in my office?

**A.** Yes. A copy of the written protocol must be maintained in the dentist's office.

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**Q.** Do I need to give each person authorized under the order a copy of the protocol?

**A.** Yes. Each person delivering dental care under the standing order must be given a copy of the written protocol.

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**Q.** What is the format for a standing order for procedures done outside my office?

**A.** A standing order authorizing a procedure to be performed outside the dentist's office suite must be in writing and include the following:

- the name of the dentist providing the order;
- the name of the patient for whom the order is being provided;
- the date of the order;
- the procedures being authorized;

- the name of the person(s) being authorized by the order.

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**Q.** What are the requirements when the order authorizes orthodontic and restorative procedures for a dental hygienist?

**A.** For these procedures, the dentist must comply with the College's published Standards of Practice, and the dentist must be present in the office suite while the authorized procedures are being performed. If the order is given orally, the particulars of the order must be recorded in the dentist's patient record. If the order is written, it must be maintained in the patient's record. The order expires as soon as the authorized procedure is completed, unless it is rescinded earlier. 