

## ***Part I – Agency Profile***

### **Agency Overview**

The Board of Dentistry is mandated and authorized by the Idaho Dental Practice Act (and the administrative rules promulgated thereunder) to assure the health, safety, and welfare of the citizens of Idaho through the licensure and regulation of qualified dentists and dental hygienists. The standards applicable to the licensure and regulation of dentists and dental hygienists are set forth in the Idaho Dental Practice Act (Chapter 9, Title 54, Idaho Code) and the Administrative Rules of the Idaho State Board of Dentistry (IDAPA 19, Title 01, Chapter 01). The Board of Dentistry is also authorized to certify dental assistants who are competent in specified expanded function duties. The Board of Dentistry was established in the Department of Self-Governing Agencies and the Board consists of eight members—five dentist members, two dental hygienist members, and a consumer member, all of whom are appointed by the Governor. Each Board of Dentistry member serves a term of five years. One of the dentist members serves as the chairman of the Board of Dentistry. The Board of Dentistry meets on a quarterly basis but on occasion has conducted additional in-person or telephone conference meetings as needed. Meetings of the Board of Dentistry are conducted in accordance with the Idaho Open Meeting Act. The Board of Dentistry is a dedicated fund agency with funding primarily derived from the collection of application and licensing fees. The Board of Dentistry receives no general fund monies. The Board of Dentistry's spending authority is controlled by legislative appropriation. The Board of Dentistry's office is located in Boise, Idaho, and its staff (3.6 FTEs) consists of an executive director, an administrative assistant, and two office specialists.

### **Core Functions/Idaho Code**

The principal functions of the Board of Dentistry include the following: conducting an application process for licensure of qualified dentists and dental hygienists, whether by examination or credentials [Idaho Code §§ 54-912(1), (2) and (3), 54-915, 54-916, 54-916A, 54-916B, 54-917 and 54-918]; conducting a license renewal process for dentists and dental hygienists that includes the mandatory reporting of continuing education [Idaho Code § 54-920]; regulating the standards and scope of practice for dentists, dental hygienists, and dental assistants by statutory enactment in the Idaho Dental Practice Act and through the administrative rules promulgated thereunder [Idaho Code §§ 54-901, 54-902, 54-904, 54-912(4)]; conducting an anesthesia permit process for dentists seeking to administer moderate sedation, deep sedation and general anesthesia to patients [Idaho Code § 54-912(4)]; enforcing the professional standards applicable to dentists and dental hygienists by means of conducting investigations and due process hearings to impose discipline against licensees if deemed warranted [Idaho Code §§ 54-912(6) and (7), 54-923, 54-924 and 54-925]; and conducting inspections of dental offices in Idaho to assure compliance with infection control and emergency preparedness standards [Idaho Code § 54-912(5)].

### **Principal Activities of the Board of Dentistry**

#### **Examination Function:**

All applicants for licensure in Idaho must be graduates of dental or dental hygiene programs accredited by the American Dental Association's Commission on Dental Accreditation. The Idaho Dental Practice Act requires, among other matters, that applicants for licensure as a dentist or dental hygienist successfully pass the National Board written examination administered by the Joint Commission on National Dental Examinations; a clinical examination administered by the Western Regional Examining Board, the Central Regional Dental Testing Service, and dental clinical examinations administered by testing entities using the ADEX examination; the jurisprudence examination administered by the Board of Dentistry; and any additional examinations required for specialty licensure or otherwise necessary to assess a person's skill level. All members of the Board of Dentistry, with the exception of the consumer member, participate as examiners in the clinical examinations conducted by the Western Regional Examining Board. The Western Regional Examining Board conducts approximately 30 dental examinations and 45 dental hygiene examinations each year at selected dental and dental hygiene schools.

**Licensure/Permit Function:**

The Board of Dentistry licenses dentists and dental hygienists upon the basis of examination [applicants who have successfully passed the required clinical examination within the five-year period immediately prior to the date of application] or credentials (dentists or dental hygienists practicing under an unrestricted active license in another state). The applicable standards for licensure as a dentist or dental hygienist are set forth in the Idaho Dental Practice Act and the Idaho State Board of Dentistry's Administrative Rules. All licenses issued by the Board of Dentistry are renewed on a biennial basis with dental hygienist licenses being renewed on April 1 of each odd-numbered year and dental licenses being renewed on October 1 of each even-numbered year. Dentists and dental hygienists holding a license with active status are required to report a specified amount of continuing education credits in order to renew their licenses.

The Board of Dentistry also issues dental and dental hygienist licenses with inactive, provisional, special, and retirement status. A license with inactive or retirement status does not authorize or entitle the holder to practice dentistry or dental hygiene in Idaho. A license with provisional or special status allows the holder to practice dentistry or dental hygiene in Idaho subject to the conditions or restrictions attached to the license. The Board of Dentistry is also authorized to issue a volunteer's license to qualified retired dentists and dental hygienists who desire to practice dentistry in public or charitable settings on a volunteer basis. The Board of Dentistry is also authorized to issue an extended access dental hygiene license endorsement to qualified dental hygienists who desire to practice dental hygiene in public or charitable settings under the general supervision of a dentist.

Dentists and dental specialists seeking authorization to administer sedation to the level of moderate sedation or general anesthesia/deep sedation may apply to the Board of Dentistry for a sedation permit. The sedation permit process requires evaluation of the applicant's office equipment/medications and emergency preparedness. Sedation permits are valid for a period of five years at which time further evaluation is required prior to renewal of the permit.

**Enforcement Function:**

The Board of Dentistry receives complaints against licensees primarily from patients and occasionally from other practitioners and governmental entities. In addition, the Board of Dentistry can process complaints against licensees on its own initiative. Complaints received are initially screened in order to determine whether a violation of the Dental Practice Act or the administrative rules has been alleged and whether there has been an attempt to resolve the complaint with the licensee. Following receipt by the Board of Dentistry of a written complaint, the licensee is contacted and requested to provide a written response and copies of the applicable patient dental records. Following receipt of the licensee's written response, the complaint may be assigned to a Board of Dentistry consultant/investigator for additional fact-finding and review. The Board of Dentistry members review complaints at their quarterly meetings. Upon review by the members of the Board of Dentistry, a determination is made as to whether a violation of the Idaho Dental Practice Act or the administrative rules may have occurred and, if so, what additional action, whether disciplinary or otherwise, is appropriate in the case. Certain violations may be resolved in an informal manner without the initiation of disciplinary action against the licensee. If disciplinary action is required, the Board of Dentistry will cause an administrative complaint to be prepared and served upon the licensee. If the administrative complaint is not resolved by a consent agreement, the matter will be taken to administrative hearing for adjudication.

**Office Inspection Function:**

In accordance with statutory authority, the Board of Dentistry conducts a number of office inspections each year. The offices to be reviewed are selected on a random basis in various geographic locations throughout the state. The random office inspections are conducted by Board of Dentistry consultants and staff. The primary focus of these inspections is to review infection control and sterilization practices and medical emergency preparedness. The Board of Dentistry typically conducts approximately 50 random inspections during each fiscal year. The number of office inspections may vary depending on available resources.

**Revenue and Expenditures**

<b>Revenue</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>
State Regulatory Fund	<u>806,300</u>	<u>105,381</u>	<u>841,430</u>	<u>96,648</u>
<b>Total</b>	<b>\$806,300</b>	<b>\$105,381</b>	<b>\$841,430</b>	<b>\$96,648</b>
<b>Expenditures</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>
Personnel Costs	\$202,800	\$213,402	\$244,900	\$253,700
Operating Expenditures	\$214,400	\$246,794	\$205,400	\$290,500
Capital Outlay	<u>\$6,000</u>	<u>\$6,327</u>	<u>\$1,000</u>	<u>\$800</u>
<b>Total</b>	<b>\$423,200</b>	<b>\$466,523</b>	<b>\$451,300</b>	<b>\$545,000</b>

**Profile of Cases Managed and/or Key Services Provided**

<b>Cases Managed and/or Key Services Provided</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>
Initial Licenses Issued:				
Dentists	61	106	96	93
Dental Hygienists	<u>121</u>	<u>142</u>	<u>193</u>	<u>116</u>
Total	182	248	289	209
Professional Licenses Renewed:				
Dentists	1,457	Biennial Cycle	1,464	Biennial Cycle
Dental Hygienists	<u>1,667</u>		<u>1,861</u>	
Total	3,124		3,325	
Sedation Permits:				
New Permits	10	17	21	29
Permits Renewed	45	35	29	29
Evaluations Conducted	66	58	37	42
Dental Offices Inspected:	86	0	23	76
Complaints Received:	64	37	34	71
Complaints Investigated/Reviewed by Board of Dentistry	61	35	30	31
Board Orders*	23	12	12	11
Non-disciplinary Actions*			13	5
Administrative Hearings Conducted:	7	2	1	4

\*Prior years data not compiled

**Performance Highlights**

Primary responsibility for dental office inspections was assigned to a staff member in FY16. Previously, office inspections were conducted by dentist consultants and it was becoming increasingly difficult to maintain a pool of consultants for this task. A significantly higher number of dental offices were inspected in FY16 at a 45% reduction in cost.

A new web-based licensing system was deployed, allowing greater functionality than the prior system. Various online services will be implemented throughout FY17.

**Part II – Performance Measures**

Performance Measure	FY 2013	FY 2014	FY 2015	FY 2016	Current Year	
To assure that national and regional examinations, both didactic and clinical, accepted for licensure purposes shall adequately test an applicant’s skills, fitness and ability to safely and competently practice dentistry or dental hygiene in Idaho.						
Assess the content of national, regional, and state board examinations to determine appropriateness for Idaho licensure candidates.	actual	completed	completed	n/a	completed	-----
	benchmark	Minimum of every 5 years	Minimum of every 5 years	Minimum of every 5 years	Minimum of every 5 years	Minimum of every 5 years
To biennially renew dental and dental hygiene licenses in a timely and efficient manner and, in so doing, assure that licensed dental health care professionals obtain and report the requisite amount of appropriate continuing education in furtherance of their continued professional development.						
Monitor and evaluate the renewal process and implement improvements as necessary.	actual	completed	n/a	completed	n/a	-----
	benchmark	Biennial	n/a	Biennial	n/a	Biennial
To process anesthesia permit applications and coordinate the review of sedation permit applicants and their offices for compliance with requisite standards, and to conduct appropriate evaluations in connection with the renewal of sedation permits.						
Annually convene a meeting of the anesthesia committee.	actual	completed	completed	completed	completed	-----
	benchmark	Annual	Annual	Annual	Annual	Annual
To refine and maintain an evaluation protocols for sedation permit holders in order to assure that requisite competency and safe standards are satisfied.	actual	completed	completed	completed	completed	-----
	benchmark	Annual	Annual	Annual	Annual	Annual
To assure that dental offices located in the state of Idaho are periodically evaluated for appropriate emergency supplies and infection and sterilization controls.						
Inspect dental offices for compliance with infection control and sterilization practices and medical emergency preparedness.	actual	86	0*	23	76	-----
	benchmark	50	50	50	50	75

**Performance Measure Explanatory Notes**

\* FY 2014 unable to randomly select dentists due to software conversion

**For More Information Contact**

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