



**Considerations for Dental Hygiene
Practice Owners/Operators**

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This document focuses on College requirements and is not inclusive of all business requirements that dental hygiene practice owners/operators will encounter. There are many things to consider and review before opening/operating a dental hygiene practice in Alberta.

Check boxes are provided throughout this document to help you track completion of important items that are required by the College and/or other authorities. A full list of these checkboxes is located at the end of this document for your convenience.

Please note that the College does not provide accounting, legal, or other advice/consulting related to the setup and operation of your business; please contact the appropriate professionals for such information.

Before Opening/Operating a Dental Hygiene Practice

Experience

The ACDH strongly recommends that dental hygienists who are interested in opening/operating their own practice have a **minimum 5 years of experience before** they become a dental hygiene practice owner/operator.

Prior to becoming a dental hygiene practice owner/operator, address your specific gaps in knowledge or skills and select appropriate professional development opportunities, including mentoring. Examples of these areas include, but are not limited to:

- Relevant legislation
- ACDH Standards of Practice, guidelines and policies
- Code of Ethics, including principles related to advertising
- Infection prevention and control
- Clinical therapy
- Medical emergencies
- Occupational Health & Safety
- Record management, charting systems, and privacy
- Responsibilities outlined in the *Health Information Act*
- Financial bookkeeping/accounting systems

Business Planning

Create a business plan for your intended dental hygiene practice. Do your research and educate yourself on starting a business. Engage the appropriate professionals to assist you (e.g., accountant, lawyer, etc.). Professional associations may have business-specific resources to support you. *The ACDH does not provide business-specific resources or support.*

Municipality Requirements for Businesses

Requirements for opening a business that delivers health services vary in each city/community. It is your responsibility to ensure that you are compliant with all local requirements. Contact your local municipal office to determine any requirements such as building permits, business licenses, or other zoning requirements. *The ACDH does not provide guidance for municipal requirements.*

Business Arrangements

The [Health Professions Act](#) (HPA) Section 100(1) outlines the responsibilities of regulated members of a profession who are involved in a business arrangement. Dental hygienists must maintain their professional responsibilities regardless of practice arrangements.

Can an RDH become a Professional Corporation?

Dental hygienists in Alberta cannot register their business as a professional corporation. Section 104 of the HPA outlines the four health professions that may provide professional services on behalf of a professional corporation. These are members of the: (a) College of Physicians and Surgeons of Alberta who is a physician, surgeon or osteopath, (b) Alberta Dental Association and College (now the College of Dental Surgeons of Alberta), (c) Alberta College and Association of Chiropractors (now the College of Chiropractors of Alberta), or (d) Alberta College of Optometrists.

Practice in Association

While dental hygienists cannot provide professional services as a professional corporation, they may enter into specified practice arrangements as outlined in the HPA.

Opening a dental hygiene practice can be done individually or as part of a partnership or group by “practice in association”. The HPA Section 97(1) defines “practice in association” as a practice conducted in co-operation with another person where one or more of the following occur:

- (a) joint advertising;
- (b) shared office telephone number;
- (c) combined client billing for services provided by more than one person;
- (d) shared office reception area;
- (e) shared office or clinic expenses;
- (f) shared administrative functions or expenses;
- (g) shared ownership or use of premises, equipment, furnishings or other property;
- (h) shared employees;
- (i) sharing or circumstances that the regulations under this section constitute as practice in association.

There may be restrictions on which health professionals may practice in association. Section 97(2) of the HPA states the following:

“Unless restricted by the regulations under this section, by a code of ethics or by the standards of practice, a regulated member may

(a) practice in association with another regulated member or with a person who is not a regulated member, and

(b) refer patients to and receive referrals from another regulated member of any college or a person who is not a regulated member.”

Please note that while dental hygienists are not expressly restricted under Section 97, other health professionals are restricted by this section.

Under the HPA, a “practice in association” is different than a “partnership”. The HPA does not define “partnership” however, generally a partnership is a relationship between two or more people, formed for the purpose of carrying on a business with a view to a profit. Under Section 98(1) of the HPA, regulated members of certain health professions, including dentists, can only enter into a partnership with a member of their same college.

Dental hygienists are not precluded from entering into a partnership, however it is important to refer to Section 98 of the HPA for clarification with respect to whom they can partner with.

A “practice in association” is a broader arrangement as it allows regulated members and non-regulated members to practice together. The result is that dentists, for example, can practice in association with a dental hygienist but cannot enter into a partnership with a regulated member who is not a dentist.

The ACDH does not provide legal advice. You are reminded to consult with a lawyer or accountant with expertise in businesses for health professionals.

College Bylaws

Notice Regarding Dental Hygiene Practice

Registrants are required to provide the College with certain information about their dental hygiene practice; when opening, operating, acquiring, adding a component to, changing the ownership interests, moving, or closing a dental hygiene practice. The bylaw for Notice Regarding Dental Hygiene Practice is located within the complete [Bylaws](#) of the College which are approved by Council.

Below is a copy of the notification bylaw as of March 31, 2023. Please ensure you review the most current version of the bylaws on the College website; they are updated periodically.

33. Notification

(1) At least 90 days prior to opening, operating, acquiring, adding a component to, or moving a dental hygiene practice, a regulated member is required to provide written notification to the College of the following information:

- (a) the practice name;*
- (b) phone number;*
- (c) email address;*
- (d) complete business address;*
- (e) names of any additional owners;*
- (f) any other information requested by the Registrar.*

(2) Upon receipt of the required information, and prior to an Independent Dental Hygiene Practice opening or moving, the College shall conduct an inspection of the regulated member in accordance with College policies.

(3) A regulated member is required to provide written notification to the College of any change in the ownership interests or changes to information listed in (1) above at least 90 days prior to the anticipated change.

(4) Any regulated member who closes or transfers ownership of a dental hygiene practice is required to provide written notification to the College of the closure or transfer at least 90 days prior to the anticipated date.

[Submit your notification via the form on the College website](#)

- [Review College bylaws](#)
- [Be mindful of the required timeframe \(minimum of 90 days notice required\).](#)

Leaving or Closing a Dental Hygiene Practice

The dental hygienist who is planning to move, transfer, or close a dental hygiene clinic must inform the College at least 90 days before this happens. Written notification to the College must include information about:

- Reasonable notice provided to clients;
- Steps taken to ensure continuity of care;

- Location and disposition of client records;
- Manner in which clients may access their records;

The College may request additional information from you if required.

Regulatory Requirements

It is your responsibility to review and understand the legislation and regulatory requirements related to owning/operating a dental hygiene practice, not only when you open a practice but also throughout the time you operate and/or close the practice. You are held accountable to the legislative and regulatory requirements, which may change over time.

□ Review all relevant [legislation](#), [bylaws](#), [code of ethics](#), [standards](#), and [guidelines](#).

Infection Prevention and Control (IPC)

All health profession practices must have comprehensive, written, office-specific IPC policies and procedures. It is essential that all regulated members understand what is required of them regarding IPC and work to ensure that their practice meets or exceeds the requirements of the College's IPC Guidelines. Their practices must also comply with the College's Standards of Practice, Code of Ethics, and applicable legislation including, but not limited to, the *Health Professions Act (HPA)*, *Public Health Act*, *Occupational Health and Safety Act*, and associated enacted regulations and codes.

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 aligns with:

- [College IPC guidelines](#)
- [Alberta Health Reusable & Single Use Medical Devices Standards](#)

Be mindful that in oral health environments, there is often more than one profession represented. All staff employed in the practice must be aware of and comply with the requirements for IPC and Occupational Health standards. Each health profession regulatory authority monitors compliance of their registrants with their standards and guidelines.

Infection Prevention and Control Competencies

The dental hygienist who operates a practice must demonstrate they have competencies in medical device reprocessing to mitigate risks to the public. This is demonstrated by providing evidence of completion of the Canadian Standards Association (CSA) online training program, [Medical Device Reprocessing in Dental Health Care Settings](#).

□ Complete the CSA online training program: [Medical Device Reprocessing in Dental Health Care Settings](#).

- You may be eligible to claim credit(s) for this learning activity in accordance with the College's continuing competence program.

Developing Your Infection Prevention and Control Manual

There are sample IPC Manual templates available for download via the registrant portal library; each template has an accompanying reference list to direct you to applicable resources. **You will need to modify the sample templates to meet current legislation, standards of practice, guidelines, and customize the content to your specific practice environment.**

□ Develop your practice-specific IPC Manual.

- You may be requested to submit parts of your IPC manual to the inspector.
- This manual is not static and should be reviewed and updated regularly to reflect current IPC processes within your practice.

Occupational Health and Safety (OHS)

Laws governing health and safety in Alberta's workplaces falls under the [Occupational Health and Safety \(OHS\) Act](#), [OHS Regulation](#) and [OHS Code](#). This legislation establishes minimum standards for safe and healthy practices in Alberta workplaces. Further information can be found on the [OHS Website](#).

What is the Occupational Health and Safety Act?

The *OHS Act* is a law that sets out the basic duties and obligations of employers and workers to promote the health and safety of workers throughout the province. The *OHS Act* states that employers and workers have a shared responsibility to comply with health and safety legislation. Roles and responsibilities are outlined in the *OHS Act* and the related Regulation and Code.

ACDH's website also provides some resources/links on OHS:
<https://www.acdh.ca/regulatory-documents/practice-resources>

What are Your Responsibilities as a Practice Owner?

As a practice owner, you must be familiar with OHS legislation, know and comply with your responsibilities as an employer, and understand how the legislation applies in your practice setting. Responsibilities of the employer include, but are not limited to:

- Identifying hazards and developing a written Hazard Assessment;
- Ensuring safe working conditions;
- Ensuring safe equipment training, conditions and usage by workers;
- Ensuring that workers are trained in minimization of exposure to hazard and wearing of required personal protective equipment;
- Ensuring proper labelling and storage of chemicals (WHMIS);
- Ensuring plans are in place for First Aid Services, as per OHS Code;
- Developing an Emergency Response Plan for the worksite, as per OHS Code.

Like any workplace in Alberta, a dental hygiene practice must assess the hazards workers may be exposed to and determine appropriate controls to minimize risk. Resources for practice owners/operators that provide further information about the hazard assessment process and evaluating risks and controls include:

- [Occupational Health and Safety Hazards and Controls for Dental Workers](#)
- [Hazard assessment and control: a handbook for Alberta employers and workers](#)
- [Occupational health and safety starter kit](#)

Safety Syringes Acceptance

An industry-wide OHS acceptance that allows recapping of used dental needles was granted to dental hygienists, dentists, and dental assistants. This allows dental hygienists to not use safety-engineered medical sharps when the use is either:

- not clinically appropriate; or
- the required safety-engineered sharp is unavailable in commercial markets (OHS Code, section 525.2(3)).

For dental hygienists, this means if, after completing a hazard assessment, it is determined that a safety-engineered medical sharp is not clinically appropriate, an alternative non-safety engineered medical sharp may be used for clinical purposes and recapped. If you intend to use the OHS acceptance as the practice owner, you should document the reason(s) why the device required under 525.2(2) is not clinically appropriate for each procedure or type of procedure where that determination is made.

The OHS acceptance was granted subject to several terms, conditions, and general requirements. In situations where Safety Engineered Syringes are deemed inappropriate:

- The work procedures in the document “Policy Protocol Sharps, Syringes & Safety Engineered Syringes (SES)” dated May 2018 (available in the registrant portal library) must be followed by all dental and dental hygiene offices wishing to recap needles under the OHS acceptance;
- All other requirements of the OHS Code must continue to be met; and
- A copy of the OHS acceptance letter (available in the registrant portal library) must be posted at each dental hygiene office and/or communicated to affected workers.

The availability and/or appropriateness of using safety-engineered sharps should be reassessed regularly considering any changes to products available.

- Complete a practice-specific OHS Hazard Assessment.
- Develop your practice-specific OHS policy and procedures.

Privacy and Record Management Responsibilities

All dental hygienists are either custodians or affiliates under the HIA and have obligations to properly manage health information. A dental hygienist that owns/operates a dental hygiene practice is likely acting as a custodian for health information. Custodians have responsibilities and duties under the [Health Information Act](#) (HIA) for safeguarding client’s health information.

What is the HIA?

The HIA contains rules about the collection, use, and disclosure of health information. The rules are intended to protect the privacy of individuals and the confidentiality of their health information as well as ensure that health information is shared appropriately and that health records are managed and protected properly. The HIA requires that the collection, use and disclosure of health information be limited to what is necessary for dental hygiene services and that custodians must establish mechanisms to protect the privacy and confidentiality of their client’s health information. A dental hygiene practice owner/operator who is a custodian is responsible for creating a privacy policy for collected personal and health information that is in compliance with the HIA.

Are You a Custodian? What Does This Mean?

A custodian of health information is the health care professional or organization who is responsible for meeting specific duties set out in the *Health Information Act*. Dental hygienists who own or operate dental hygiene practices are generally defined as custodians of health information under the HIA. In contrast, an affiliate is an individual who is employed by a custodian or provides services on their behalf (e.g., contractor, volunteer, or student). Custodians are the gatekeepers to health information and must determine what information they will collect and share, and with whom they will share it. Information must only be shared if the rules governing the custodian allow such disclosure. The Office of the Information and Privacy Commissioner (OIPC) of Alberta has created resources that provide further information on the responsibilities of custodians and affiliates under the HIA:

- [HIA: Guidelines and Practices Manual](#) is a practical reference tool to help custodians and affiliates apply and administer HIA.
- [Health Information-A Personal Matter: A Practical Guide to the Health Information Act](#) is a quick HIA reference guide.

Complete a Privacy Impact Assessment

A Privacy Impact Assessment (PIA) is a due diligence process in which potential privacy risks that may occur within the course of operation of your practice are identified and addressed. The HIA requires that a custodian must submit their PIA to the Information and Privacy Commissioner before implementing practices or information systems that will collect, use, or disclose individually identifying health information.

A new PIA or PIA amendment must also be submitted whenever a new administrative practice or information system that collects, uses, or discloses health information is to be implemented. For example, if you change the client management software you use in your practice, you will need to submit a new or amended PIA. If you are uncertain as to whether to submit a PIA amendment or a fully revised, new PIA, contact the OIPC for guidance. Refer to the [OIPC website](#) for further details. Information including the PIA process, when to do a PIA and how to submit can be found in the OIPC's document [Privacy Impact Assessment Requirements](#).

Complete and submit your Privacy Impact Assessment (PIA) to the [Office of the Information and Privacy Commissioner of Alberta](#).

- During the College inspection process, you will need to provide confirmation of having completed your PIA.

Recordkeeping Competencies

A dental hygienist who operates a practice must demonstrate competency in recordkeeping by providing evidence of completion of the College's Documentation and Recordkeeping Webinar and reflection exercise.

View the [Documentation and Record Keeping Webinar](#).
 Complete and submit the [post-webinar review exercise](#).

- You will be notified by the College if any corrections are needed and when you have successfully completed this exercise.
- This reflection exercise must be completed prior to the inspection.
- Once complete, you may claim 1.0 continuing competence program credit.

Advertising

Advertising is one of the professional activities subject to the *Health Professions Act* (HPA) as well as the College's Standards of Practice and Code of Ethics (CoE).

The College's [Code of Ethics](#) (CoE) incorporates principles for advertising to protect the public interest. Advertising that is false, inaccurate, could mislead the public, harms the integrity of the profession, or is contrary to the public interest is not permitted. These principles must be considered when you develop promotional materials for any media, including print, (e.g., business signage, business cards & flyers, newspaper ads), websites, online apps, and television or radio spots.

Failure to follow the Code of Ethics principles or contravening the HPA may be deemed as unprofessional conduct. Please refer to the following with respect to advertising:

- Section 102 of the *Health Professions Act*: “A regulated member shall not engage in advertising that is untruthful, inaccurate or otherwise capable of misleading or misinforming the public.”
- Section 2 of the College’s Code of Ethics: Veracity and Integrity
- Section 6 of the College’s Code of Ethics: Professionalism

Using Social Media and Electronic Communication in Your Practice

Dental hygienists must communicate with those in their professional environment and the public respectfully, honestly, and professionally. This also applies to online communication, including social media.

It is important to be careful about how you are using the various forms of social media, including websites, Facebook, Instagram, Twitter, etc. to ensure you are complying with the ACDH CoE.

There are risks of communicating with clients electronically that must be considered. The Office of the Information and Privacy Commissioner of Alberta has a specific resource on communicating with clients electronically: <https://oipc.ab.ca/resource/electronic-patient-communication/>.

Review and confirm compliance of your advertising with the ACDH Code of Ethics.

Radiation Equipment Ownership and Registration

The following information outlines a dental hygienist’s responsibilities regarding owning and registering radiation equipment.

Registering Radiation Equipment with Alberta Association for Safety Partnerships (AASP)

Dental hygienists may own and operate ionizing and non-ionizing radiation equipment including dental x-ray equipment and lasers used for periodontal therapies or bleaching procedures.

Refer to the [OHS Bulletin on Registration of radiation equipment](#) for the steps required before installing or operating radiation equipment. Equipment must be inspected and registered in accordance with Alberta’s Radiation Protection Program. Registration certificates must be kept current.

Radiation Protection in Dentistry – Safety Code 30 (Health Canada)

[Safety Code 30](#) (Health Canada) provides specific guidance to the dentist, dental hygienist, dental assistant, and other support personnel concerned with safety procedures and equipment performance.

In Alberta, workers who operate radiation equipment or participate in radiological procedures, including dental health professionals, must wear personal dosimeters when using diagnostic X-ray equipment. As an employer, you must provide a dosimeter to workers who use ionizing radiation equipment, or an ionizing radiation source and exposure levels must be monitored. Exposure limits are set by OHS legislation and are dependent on a worker’s exposure situation and duration of exposure. Dosimeters should be worn throughout the workday when in a work site that contains x-ray sources. Dosimeters should remain within one facility and be worn by only one person. Refer to the [OHS Bulletin on Personal exposure monitoring for ionizing radiation \(dosimetry\)](#) for more detailed information.

ACDH Identification of Radiation Equipment Form

A separate Identification of Radiation Equipment form (available on the registrant portal library) must be completed for *each* piece of radiation equipment and returned to the ACDH. Completion of this form does not constitute registration of the equipment; the equipment must be registered with the AASP.

If you have radiography equipment:

- Arrange for a radiography equipment inspection by a government-approved inspection agency and obtain a registration certificate from Alberta Association for Safety Partnerships (AASP)
- Complete the Identification of Radiation Equipment form for each piece of radiation equipment. This form is available in the Registrant Portal Library.
- Submit a copy of the registration certificate from AASP and the Identification of Radiation Equipment form in a clear and legible format to registration@acdh.ca for *each* piece of radiation equipment.

Referring Clients for Necessary Oral Health Care

As a dental hygiene practice owner/operator, you will encounter many clients who have oral health conditions (e.g., caries) that may require referral to a dentist or other health care provider. While dental hygienists do not require a dentist to supervise their work, it is important to collaborate with a dentist(s) to arrange referral of a client if the client does not have an existing dentist and requires further dental treatment. Dental hygienists have an obligation to refer clients in accordance with the Practice Standards.

Practice Owner/Operator Inspection

The College will perform an inspection of each dental hygiene practice owner/operator.

During the inspection, an ACDH Inspector will check for compliance with the *Health Professions Act* and regulations, ACDH's Bylaws, Standards of Practice, Code of Ethics, and Guidelines, including Infection Prevention and Control requirements. After you submit your notification according to ACDH Bylaws, you will be connected to an ACDH Inspector who will provide further information about the inspection process and expectations.

After the inspection, the ACDH Inspector may inform you of necessary corrective actions that were noted during the inspection. Corrective actions identified during the inspection should be completed prior to opening. Corrective actions that are completed within the timeline set by the Inspector will be noted in the Inspection Report.

As outlined in Part 3.1 of the *Health Professions Act*, the ACDH Inspector is required to submit a report of the inspection findings to both the inspected registrant and the ACDH Registrar. Upon review of the inspection report, the Registrar may direct that the registrant takes specified actions. There are also certain circumstances where the Registrar must make a referral to the Complaints Director based on the information contained in an inspection report.

- Complete corrective actions

Equipment

New Equipment

Medical/dental equipment or devices such as sterilizers, handpieces, and any items which are related to clinical care or reprocessing are required to have Health Canada approval. *ACDH does not provide this information.* You will need to check on the Health Canada website. Note that dental devices/equipment purchased from Amazon, eBay, etc.; are often NOT licensed for use in Canada.

Previously-Owned Equipment

Previously owned medical/dental equipment or devices must meet manufacturers specifications and have Health Canada approval. You should have a dental equipment technician provide you with a document confirming testing was performed and that the equipment is safe for use.

Pre-owned reprocessing centres/units must be in good condition, intact (no chips in surfaces), and provide for appropriate storage and one way workflow.

Additional Considerations

Laser Equipment Use

Dental hygienists in Alberta may use lasers during the provision of certain dental hygiene services provided they have completed the necessary competencies to use lasers and are confident they have the required skills to perform this procedure competently and safely on clients. Theoretical and clinical education requirements for laser use are provided on the ACDH website: <https://www.acdh.ca/regulatory-documents/practice-resources>.

Refer to the [OHS Bulletin on Registration of radiation equipment](#) for the steps required before installing or operating radiation equipment, including lasers. Equipment must be inspected and registered in accordance with Alberta's Radiation Protection Program. Registration certificates must be kept current.

If you have laser equipment:

- Arrange for a laser equipment inspection from a government-approved inspection agency and obtain a registration certificate from Alberta Association for Safety Partnerships (AASP)
- Complete the Identification of Radiation Equipment form for each piece of laser equipment. This is available in the Registrant Portal Library.
- Submit a copy of the registration certificate from AASP and the Identification of Radiation Equipment form in a clear and legible format to registration@acdh.ca for each piece of laser equipment.

Teeth Whitening

If you decide to open/operate a practice that only provides tooth whitening/bleaching services, you are still expected to notify the College as per Bylaws, complete the inspection process, and follow the standards of practice for dental hygienists, including all necessary assessments to determine if a client is an appropriate candidate for tooth whitening. Following an assessment/examination, you may conclude that a referral is needed to a dentist or dental hygienist for other oral health services.

Orofacial Myology

If you decide to open/operate a practice that only provides orofacial myology services, you are still expected to notify the College as per Bylaws, complete the inspection process, and follow the standards of practice for dental hygienists, including all necessary assessments to determine if a client is an appropriate candidate for orofacial myology. Following an assessment/examination, you may conclude that a referral is needed to a dentist or dental hygienist for other oral health services.

College expectations for orofacial myology are provided on the ACDH website:
<https://www.acdh.ca/regulatory-documents/practice-resources>.

Engaging in Other Business Enterprises

An ACDH registrant may choose to engage in an enterprise other than dental hygiene practice. However, prior to engaging in another enterprise, dental hygienists are cautioned to consider how their professional obligations may impact any provision of unrelated services. There can be no room for confusion that the services being offered in the other business enterprise are being offered by a dental hygienist or as part of the scope of practice of dental hygienists.

ACDH registrants must sufficiently separate other business enterprises so that there is no intentional or unintentional implication that the services are being provided as part of the practice of dental hygiene.

Billing

Unique Identification Number

You can apply for and receive your Unique Identification Number (UIN) through the Canadian Dental Hygienists Association (CDHA). The UIN identifies you as the provider when you submit oral health claims to insurance carriers.

Government Insurance Programs

The Government of Alberta and the Government of Canada provide limited dental payment coverage for eligible clients. Registered dental hygienists with a Unique Identification Number (UIN) can submit forms to the government to process claims for these programs:

- Alberta Dental Assistance for Seniors Program (DASP)
- Child Health Benefits (CHB) - Schedule A.1
- Assured Income for the Severely Handicapped (AISH) - Schedule A.2
- Income Support Clients and Alberta Adult Health Benefit (AAHB) - Schedule A.3
- Veterans Affairs Canada (VAC)
- Non-Insured Health Benefits (NIHB) (requires pre-enrollment)

Questions

If you have questions after reviewing this entire document and any related websites, links, resources, etc. a Compliance Advisor (complianceadvisor@acdh.ca) at the College can assist you regarding the regulatory process of becoming a dental hygiene practice owner/operator.

Summary Checklist

This checklist summarizes the key items in the checkboxes throughout this document. It is important that you review each section of the document for more detail.

<input checked="" type="checkbox"/>	Item	Page #
	Submit your notification via the form on the College website	5
	Review all relevant legislation, bylaws, code of ethics, standards, and guidelines.	6
	Complete the CSA online training program: Medical Device Reprocessing in Dental Health Care Settings.	6
	Develop your practice-specific IPC Manual.	7
	Complete a practice-specific OHS Hazard Assessment.	8
	Develop your practice-specific OHS policy and procedures.	8
	Complete and submit your Privacy Impact Assessment (PIA) to the Office of the Information and Privacy Commissioner of Alberta.	9
	View the Documentation and Record Keeping Webinar.	9
	Complete and submit the post-webinar review exercise.	9
	Review and confirm compliance of your advertising with the ACDH Code of Ethics.	10
	Complete corrective actions (after inspection)	11

If you have radiography equipment:		
	Arrange for a radiography equipment inspection by a government-approved inspection agency and obtain a registration certificate from Alberta Association for Safety Partnerships (AASP)	11
	Complete the Identification of Radiation Equipment form for each piece of radiation equipment.	11
	Submit a copy of the registration certificate from AASP and the Identification of Radiation Equipment form in a clear and legible format to registration@acdh.ca for each piece of radiation equipment.	11
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