



**Federation of
Dental Hygiene
Regulators of Canada**

**Fédération des organismes
de réglementation d'hygiène
dentaire du Canada**

Request for Proposals National Code of Ethics March 2023

75B Colonnade Road
Ottawa, ON K2E 0A8
613-260-8156

Introduction

The Federation of Dental Hygiene Regulators of Canada (FDHRC) is a federation of provincial regulatory bodies which have statutory responsibilities to regulate the dental hygiene profession within their jurisdictions. A dental hygienist is a regulated health professional who may work in a variety of settings in your community. This includes private practice clinics (e.g., dental or dental hygiene clinics), public health, hospitals, long-term care facilities, educational institutions, dental supply companies, government, forensic dentistry, and research. Dental hygienists provide a range of personalized care. They focus primarily on oral disease prevention and health promotion.

Dental hygienists are provincially regulated. As part of their regulatory roles, each jurisdiction has a definition of the scope of practice for the profession.

The Dental Hygiene Profession in Canada

Dental hygiene services include all interventions performed within the dental hygiene scope of practice directed towards attaining and maintaining optimal oral health for individuals and communities. In this context, the Dental Hygiene Process of Care is utilized to assess, diagnose, plan, implement and evaluate policies, processes, interventions, and outcomes. The utilization of each step, in progression of the dental hygiene process of care, is essential to the safe and effective delivery of dental hygiene services and programs.

Dental hygienists focus primarily on oral disease prevention but can also be involved in orthodontic procedures, such as braces, and in providing restorative services, such as placing fillings depending on the province/territory.

Dental hygienists provide a range of personalized care and will work with clients to help maintain proper oral health. Only regulated health professionals may provide dental hygiene services in Canada.

There are approximately 30,400 registered dental hygienists in Canada with the highest numbers being in Ontario, Quebec and British Columbia.

Project Goals and Scope of Services

Currently, each province requires that its registrants follow a Code of Ethics. Some have developed their own Code whereas others reference one published by the national association, last updated in 2012. The Federation of Dental Hygiene Regulators of Canada (FDHRC) is seeking the services of an organization to create a new Code of Ethics to reflect current best practices, such as equity, diversity and inclusion, and Indigenous anti-racism. The development, promotion and use of a national Code of Ethics will facilitate professional mobility between jurisdictions, make it easier for regulators to harmonize actions and decisions on matters of practice and discipline, and simplify matters related to practice for professionals.

Tasks include but may not be limited to the following criteria:

- Creating a steering group of experts
- Completing an environmental scan and literature review

- Seeking feedback on a draft, via surveys or interviews, for validation
- Approval of a final report and the Code of Ethics.

Specific Requirements

The ideal candidate will have previous experience assisting a profession in developing a code of ethics, including the methodologies referenced above.

A submission must, at a minimum, include the following elements:

- Description of the firm that includes a general overview, names and credentials of team, number of full-time employees;
- CVs of consultant and any other person who will assist the consultant for this mandate;
- A one-page narrative outlining the firm's strengths and distinguishing skills or capabilities as they might relate to FDHRC;
- A proposed project plan with methodology, timelines and budget; and
- Examples of clients for whom you conducted similar services, including references.

This project is included in the FDHRC's 2023-2024 budget. Costs for the project will be based on marketplace expectations.

Evaluation and Award Process:

Applicants will be evaluated on:

- Evidence of relevant experience
- Strength of methodology
- Cost efficiency
- References

Submission of Applications

The RFP is posted on our website, www.fdhrc.ca, and can be downloaded from there directly as of March 15, 2023.

Respondents to this RFP must submit electronically by email. Responses must be received no later than April 15, 2023 at 11:59pm ET. Responses should be clearly marked "RFP-Code of Ethics" and emailed to exam@fdhrc.ca.

Anticipated Selection Schedule

The Request for Proposal timeline is as follows:

Request for RFP: **March 15, 2023** (revised on March 16, 2023)

Deadline for Bidders to Submit Questions: **March 29, 2023**

FDHRC Responds to Bidder Questions: **April 5, 2023**

RFP Deadline: **April 15, 2023**

Selection of Top Bidders / Notification to Unsuccessful Bidders: **May 30, 2023**