



SINGAPORE DENTAL COUNCIL

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To all Employers

SUPERVISION OF DENTISTS UNDER CONDITIONAL REGISTRATION

It has been brought to the attention of the Council that some dentists under Conditional Registration have not been receiving the necessary supervision during their conditional registration period.

Kindly note that section 14A(4)¹ of the Dental Registration Act requires dentists registered under Conditional Registration to be supervised by a Division 1 dentist working in the same practice for a specified period (at least 2 years).

As an employer of dentists under Conditional Registration, please ensure that your supervisee(s) are being supervised at work at all times.

In the event that the assigned supervisor is unavailable to oversee the work of a supervisee for 30 days or more, the clinic must nominate another Division 1 dentist to supervise the Conditional Registrant. Approval must be sought from Council for the replacement.

If the assigned supervisor is away for less than a month, the clinic should ensure that another fully registered Division I dentist is present to provide the needed supervision.

Each nominated supervisor can only have a maximum of 2 dentists under their charge. In the event that the nominated supervisor is no longer with your organisation, we would appreciate if you could notify the Council and re-nominate another supervisor for the dentist under Conditional Registration.

Information on the roles and responsibilities of employers, supervisors and Director/Heads of Department are attached for your reference.

Thank you.

Sincerely,

Clin A/Prof Patrick Tseng

Registrar

(This is a computer-generated letter which requires no signature)

¹ **Section 14A(4)**

Without prejudice to the power of the Council to impose conditions, the direction may specify —

(a) that the person shall work for a specified period under the supervision of a fully registered dentist approved by the Council; and

(b) the particular employment or the descriptions of employment for the purposes of which he is registered under this section.



ROLES AND RESPONSIBILITIES

Employer

All dentists under Conditional Registration must work under the supervision of a Fully Registered Division I dentist. Clinics which employ dentist(s) under Conditional Registration must ensure that a Supervisor is appointed for all Conditional Registrants.

Employers are required to submit the names and Curricula Vitae of all nominated supervisors to Council for approval.

In the event that the supervisor is away, the following guidelines would apply:

- (a) If assigned supervisor is away for less than 30 days, the clinic should ensure another Division 1 dentist is assigned to oversee work of Conditional registrant and
- (b) If assigned supervisor is away for 30 days or more, the clinic should re-nominate and seek approval for a new supervisor to be assigned to the Conditional registrant.

For any change of supervisor(s), the clinic must inform Council at least 1-month in advance and resubmit the names and CVs of the newly appointed supervisor(s) for Council's approval.

Supervisor

Criteria

A supervisor must:

- i) be a fully registered Division I dentist and
- ii) have at least 5 years' post-BDS experience and
- iii) work in the same clinic premises as his/her supervisee

Responsibilities of supervisor

The supervisor should:

- (i) supervise a maximum of 2 dentists;
- (ii) provide proper guidance and training to the supervisee in the various areas of practice of dentistry during the period of conditional registration;
- (iii) ensure periodic discussions/meetings with the supervisee so as to review his or her progress and make assessment of his or her practical training.
- (iv) ensure that the conduct and practice of the supervisee adheres to the regulations and guidelines of the Council, and is befitting of the dental profession;
- (v) report to the SDC immediately if the dentist is considered unsafe to practise in his/her current place of practice;
- (vi) submit to the Council, via online submission, the Supervisor's 6-monthly assessment reports of the supervisee. Please note that the supervisory report will determine if the conditionally registered dentist is able to perform his/her duties satisfactorily. The supervisor should exercise due diligence when completing the report for the dentist under his/her charge. Please complete every section of the report.



In the event that a supervisor is unable to continue his supervisory duties for the full period of conditional registration, he/she should inform Council immediately and Council will write to the clinic to re-nominate a new supervisor.

Director/Head of Department (HOD)

Responsibilities of Director/Head of Department (HOD)

The Director/HOD should:

- (i) countersign the supervisory report;
- (ii) report to the SDC immediately if the dentist is considered unsafe to practise in his/her current place of practice.
- (iii) state on the supervisory report if any complaint/adverse feedback was received on the supervisee.