



SINGAPORE DENTAL COUNCIL

16 College Road, #01-01 College of Medicine Building

Singapore 169854

E-mail: enquiries@dentalcouncil.gov.sg

Tel: (65) 6355 2400/01 Fax: 6253 3185

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To all Employers

SUPERVISION OF ORAL HEALTH THERAPISTS (OHTs)

It has been brought to the attention of the Council that some OHTs under Part II of the register have not been receiving the necessary supervision.

Kindly note that section 21A(1)(ii)¹ of the Dental Registration Act requires OHTs registered under Part II of the register to be supervised by a Division 1 dentist working in the same practice for a specified period (at least 5 years).

As an employer of OHTs under Part II of the register, 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 OHT. 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.

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 OHT(s) under Part II of register.

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 **Persons entitled to be registered as oral health therapists**

21A. —(1) Subject to the provisions of this Act, the following persons may apply to the Council to be registered as an oral health therapist under Part I of the Register of Oral Health Therapists:

(a) a person who —

(ii) after being registered under Part II of the Register of Oral Health Therapists, has obtained at least 5 years of practical experience in the area of oral health therapy whilst under the supervision of a registered dentist whose name appears in the first division of the Register of Dentists; and



ROLES AND RESPONSIBILITIES OF SUPERVISOR

Employer

All Oral Health Therapists (OHTs) under Part II of the register must work under the supervision of a Fully Registered Division I dentist. Clinics which employ Oral Health Therapists (OHTs) under Part II of the OHT register must ensure that a Supervisor is appointed and approved by Singapore Dental Council.

Employers are required to submit the nomination form 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 OHT 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 OHT.

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

Supervisor

Criteria

A supervisor must:

- i) be a registered Division I dentist on Full-Registration 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) provide proper guidance and training to the supervisee in the various areas of practice of dentistry during the period of his/her registration;
- (ii) ensure periodic discussions/meetings with the supervisee so as to review his or her progress and make assessment of his or her practical training.
- (iii) 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;



- (iv) report to the SDC immediately if the OHT is considered unsafe to practise in his/her current place of practice;
- (v) submit to the Council, the Supervisor's yearly assessment report of the supervisee. Please note that the supervisory report will determine if the registered OHT is able to perform his/her duties satisfactorily. The supervisor should exercise due diligence when completing the report for the OHT 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 whilst the OHT is under Part II of the register, 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 OHT 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.