

# SDC Scenario-based FAQs for Supervisors

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# Intent

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Supervisors play a critical role in coaching Conditionally registered (C-reg) dentists and Part II Oral Health Therapists (OHTs) in their professional development and guiding them to become safe and competent dental practitioners before they progress to be converted to F-reg dentists and Part I OHTs.

- The purpose of the SDC Scenario-based FAQs is to
  - i. complement the Guidebook (2021ed) on supervision of dental practitioners;
  - ii. provide clarity and answers to the scenario-based queries that SDC has been receiving;
  - iii. help supervisors to gain a better understanding on the principles of good supervision on C-reg dentists and Part II OHTs.

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# Scenarios based on Letter of Undertaking

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- Can my supervisee (i.e. C-reg dentist or Part II OHT) commence practice under my supervision after the Letter of Undertaking (LOU) is submitted to SDC?
  - C-reg dentist or Part II OHT are not allowed to commence clinical practice until he/she has received the SDC official notice via email that the supervisors' appointments have been approved by SDC and the supervisors and employer(s) have been informed.

# Scenarios based on Letter of Undertaking

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- Why is this not allowed since the supervisors' had declared and supervisee had noted that the supervisors' had no prior disciplinary record?
  - Council will have to carry out other related screening such as the clinic duty rosters and verify the supervisors' background checks.
  - Council will conduct random checks to ensure that the terms and conditions are complied at all times.

# Scenarios based on Letter of Undertaking

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- What will happen if the C-reg dentist or Part II OHT were to commence practise without awaiting SDC's official approval?
  - The employer, supervisors and C-reg dentist or Part II OHT will have to explain their actions to Council in writing. If the reasons are not acceptable to Council, Council may suspend the employer's eligibility to hire C-reg dentist or Part II OHT or suspend the supervisors' rights to supervise for up to a period of two years.

# Scenarios based on Criteria to be a supervisor

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- What are the criteria to be a supervisor?
  - The supervisor must fulfil the following requirements:
    - i. Be a fully registered dentist under first division of the Dentist Register
    - ii. Has at least 5 years post-BDS experience
    - iii. Work in the same clinic premises as the supervisee
    - iv. Supervise not more than 2 C reg dentists at any one time, and
    - v. Not convicted by SDC Disciplinary Committee or subject to criminal investigations etc.

# Scenarios based on Criteria to be a supervisor

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- Why a F-reg dentist with less than 5 years post-BDS experience cannot be appointed as a supervisor?
  - This is to ensure that the supervisor has accrued sufficient work experience to provide proper guidance and training to the supervisee.



# Scenarios based on Criteria to be a supervisor

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- I am currently the approved supervisor for 2 C-reg dentists and I wish to take on the supervisory role for a third C-reg dentist. Am I allowed to do that?
  - A F-reg dentist with at least 5 years post-BDS experience is only allowed to supervise not more than 2 C-reg dentists.

# Scenarios based on Criteria to be a supervisor

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- Why can't I supervise more than 2 C-reg dentists?
  - In consideration of patient safety and proper supervision, a supervisor is only allowed to supervise not more than 2 C-reg dentists.

# Scenarios based on Roles and responsibilities of supervisor

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- What are the roles and responsibilities of a supervisor?
  - A supervisor should:
    - i. Always be present when the supervisee is practising at the approved practice place(s)
    - ii. Provide proper guidance and training to the supervisee
    - iii. Conduct periodic discussions with the supervisee to review his or her progress
    - iv. Ensure that the conduct and practice of the supervisee adheres to the regulations and guidelines of the SDC i.e. Dental Registration Act and Ethical Code & Ethical Guidelines (ECEG) and is befitting of the dental profession
    - v. Report to SDC immediately if the supervisee is considered unsafe to practise
    - vi. Submit to the Council, via online submission, the assessment reports of the supervisee.

# Scenarios based on Roles and responsibilities of supervisor

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- As a supervisor, do I have to be present when the supervisee is practicing at the approved practice place(s)?
  - Yes, a supervisor must always be present when the supervisee is practising at the approved practice place(s) to provide proper guidance to the supervisee at all times.

# Scenarios based on Roles and responsibilities of supervisor

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- Can I supervise my supervisee remotely?
  - The supervisor and their supervisee/s must be working in the same premises so that the supervisor can not only ensure proper supervision but also render hands on support in a timely manner.

# Scenarios based on Roles and responsibilities of supervisor

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- Can I supervise the supervisee just entire by myself during the period of supervision in my clinic since I am the principal supervisor? The secondary supervisor can still stand-in for me when I am not around.
  - This is not allowed under prevailing policy. The secondary supervisor serves to provide an additional independent assessment and where there are conflicting assertions between supervisor and supervisee, that is where the secondary supervisor's assessment reports come into reference. This is also to ensure that a secondary supervisor can provide coverage when the principal supervisor is away. Hence, it is important and objective for the supervisee to have both supervisors' guidance and appraisal while under supervision.

# Scenarios based on Roles and responsibilities of supervisor

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- What if I can't find and appoint a second supervisor especially for a small practice like mine with only 2 dental chairs?
  - Council currently allows C-reg dentist or Part II OHT to practice in more than 1 premises where a second supervisor can be assigned.

# Scenarios based on Roles and responsibilities of supervisor

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- Are both principal and secondary supervisors required to supervise the supervisee?
  - Yes. The C-reg dentist or Part II OHT must be supervised by 2 SDC approved supervisors. The principal and secondary supervisors should discuss with the supervisee and mutually agree on the hours of supervision by each supervisor each week. Both supervisors must submit their assessment report to SDC at 6 monthly / periodic intervals for C-reg dentist or 12 monthly / periodic intervals for Part II OHT.



# Scenarios based on Roles and responsibilities of supervisor

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- Can the supervisee practise without supervision if both principal and secondary supervisors are away?
  - If both approved principal and secondary supervisors are concurrently away but for less than 30 days, the employer must ensure that other Division 1 dentist(s) with more than 5 years post BDS experience is/are assigned to oversee the supervisee's work. There is no need to inform SDC of this temporary coverage. However, SDC may conduct unannounced audits and reserves the right to request for proof of supervisors' period of absence from the clinic/ employer, when necessary.

If both approved supervisors are away for more than 30 days, the employer must nominate two new supervisors for SDC's approval at least two weeks before the start of the planned leave periods, and inform the C-reg dentist/Part II OHT accordingly.

# Scenarios based on Roles and responsibilities of supervisor

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- What should I do if I find my supervisee unsafe to practise alone?
  - Supervisors must report to SDC immediately via email at [SDC@spb.gov.sg](mailto:SDC@spb.gov.sg) with full explanation and evidences if the supervisee is considered unsafe to practise in his/her current place of practice so that Council can take immediate intervention to protect patient safety.

# Scenarios based on Roles and responsibilities of supervisor

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- Other than reporting to SDC, should I inform my supervisee to cease practice immediately in the event that he/she is considered unsafe to practise?
  - Supervisors should inform the clinic management/ employer to take immediate action for the supervisee to cease practice with immediate effect to protect patients' safety.

# Scenarios based on Assessment Report

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- When will I receive the assessment reports for my supervisee?
  - The supervisor will be informed via email that an assessment report has been routed for supervisor's completion every 6 months for C reg dentist and every 12 months for Part II OHT, or whenever required.
  - However, the assessment report may be triggered for completion on an ad-hoc basis such as during a change of supervisor(s), or when the supervisee applies for conversion or when the supervisee leaves an employment.

# Scenarios based on Assessment Report

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- Why am I required to submit the assessment reports for my supervisee?
  - The assessment report will determine if the supervisee is able to carry out dentistry practice satisfactorily, independently and safely. Hence, the supervisor/s must make his/her assessment professionally, objectively and factually and complete every section of the report.

# Scenarios based on Assessment Report

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- What will happen if I fail to submit the assessment report(s) for my supervisee?
  - Council may suspend your rights to be a supervisor to C-reg dentists and Part II OHTs for breaching the responsibilities as a supervisor, after reviewing the supervisor's explanation.

If you need further clarification, please write in to [SDC@spb.gov.sg](mailto:SDC@spb.gov.sg)

Thank you.

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