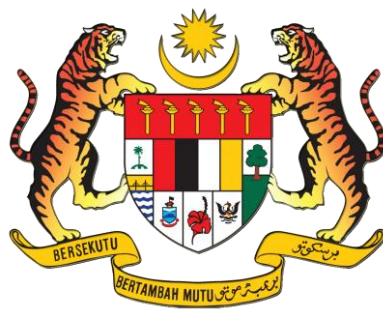




GUIDELINES FOR GAZETTEMENT OF DENTAL SPECIALISTS IN THE MINISTRY OF HEALTH MALAYSIA

**Oral Health Programme
Ministry of Health Malaysia
2023
VERSION 2**

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GUIDELINES FOR GAZETTEMENT OF DENTAL SPECIALISTS IN THE MINISTRY OF HEALTH MALAYSIA

1. INTRODUCTION

Gazettement of Dental Specialists in the Ministry of Health

Gazettement is a standard government administrative procedure to formally inform all concerned of regulations, orders or appointments. In the Ministry of Health Malaysia (MOH), a medical/dental officer who has obtained a postgraduate specialist qualification that is recognised by the government must be gazetted before professional rights and service privileges of a specialist can be accorded to him.

The gazettement process in MOH is established as a means for *Jawatankuasa Khas Perubatan* (JKP)¹ to endorse, recognise and formally inform all concerned parties that the holder of a recognised postgraduate qualification is a specialist. This is a one-off exercise and is the entry 'recognition' into any particular specialty for medical/dental officers of the MOH.

¹ In accordance with the *Perintah Am Bab F Perubatan 1974*, the appointment of a specialist is outlined in *Perintah 27 Bab F Para (a) dan (b)*.

Perintah 27 Bab F Para (a) 'The appointment as Specialist'

The Director General of Health, with the advice of three (3) specialists selected by the Director General or by a *Jawatankuasa Khas Perubatan* established by the Government for the same purpose may appoint a *medical officer as a specialist, if qualified and has fulfilled all conditions specified in Para (b). All such appointments shall be published and announced in the Federal Government Gazette

Perintah 27 Bab F Para (b)

A *medical officer will not be appointed as a specialist except when the position he holds requires him to perform specialist duties and

- i. he has acknowledged academic or professional qualifications and experience that satisfies the Director General of Health; or
- ii. he has performed with satisfaction the duties of a specialist for a specified/ recommended time.

* a registered medical or dental doctor serving in the Malaysian Government and for the purpose of *Perintah-Perintah Am 6 dan 32* also include a medical or dental doctor working in any university hospital or the Malaysian Armed Forces.

Embodied in this gazettelement process of the *JKP* is the endorsement of specialist qualifications that enable the holder to practise the specialty independently and be entitled to receive a **specialist allowance** and any related specialist incentives.

In addition, a dental officer in the Ministry of Health may apply to be registered as a dental specialist under Section 34 of the Dental Act 2018 if he fulfills the criteria mentioned even before the gazettelement process in Ministry of Health Malaysia is initiated.

2. LIST OF DENTAL SPECIALTIES

For the purpose of providing dental services in the Ministry of Health, only nine (9) dental specialties recognised by the Ministry of Health as follows:

1. Oral and Maxillofacial Surgery
2. Orthodontics
3. Dental Public Health
4. Oral Pathology and Oral Medicine
5. Periodontics
6. Paediatric Dentistry
7. Restorative Dentistry
8. Forensic Odontology
9. Special Care Dentistry

While under the Dental Act 2018, the Malaysian Dental Council recognised 12 dental specialties (please refer to the website).

3. POSTGRADUATE QUALIFICATIONS

The recognised postgraduate qualifications are listed in the “*Senarai Ijazah Lanjutan Kepakaran yang Diiktiraf oleh Kerajaan dalam Pelbagai Disiplin Perubatan dan Pergigian*”. *

In recommending recognition of the various foreign postgraduate qualifications, references are made on the entry requirements, duration of training, programme structure and examination system; benchmarked against the local postgraduate programme.

The current requirement by *JKP* is that a postgraduate training programme must be of **at least 4-years** duration. This requirement has been taken as a pre-requisite before a candidate can undergo the gazettelement process².

** This list is subject to change depending on the current approval status by Jawatankuasa Khas Perubatan (JKP)*

² Surat Pekeliling Ketua Pengarah Kesihatan Bil 3/1994 'Penilaian Semula Syarat Pelantikan Pakar'

4. CORE COMPETENCIES OF DENTAL SPECIALISTS IN THE MINISTRY OF HEALTH

The core competencies required for each specialty are as listed in '**Core Competencies of Dental Specialists in the Ministry of Health**'.

5. THE GAZETLEMENT MECHANISM FOR DENTAL SPECIALISTS

The gazettelement mechanism covers both holders of postgraduate qualifications of the 4-years and less than 4-years training duration.

5.1 Pre-gazettelement and Gazettelement Criteria for Postgraduate Qualifications of the 4-year and Less than 4-year Training Duration

Postgraduate qualifications of the 4-years and less than 4-years training duration is shown in **Table 1**:

Table 1: Pre-gazettement and Gazettement Criteria for Postgraduate Qualifications

Variables	4-years Training Duration	< 4 years Training Duration
Induction training	Not required	Minimum 12 months (to fulfil the 4 years training) with proof of passing the final examination of exit qualification
Criteria for pre-gazettement	Proof of passing the final examination and other requirement in completing the exit qualification	1. Completed specialty induction training logbook 2. Clinical supervisor's narrative report upon completion of induction training
Pre-gazettement period	Not less than 6 months from date of attachment placement	
Criteria for gazettement	1. Recognised qualification by Ministry of Health 2. Completed specialty competency requirements logbook 3. Supervisors' recommendation reports	

5.2 The Gazettement Pathway

Commencing 1st January 2011, Dental Officers with postgraduate qualifications of 4-years training are required to undergo not less than six (6) months pre-gazettement period. Whilst the Dental Officers with postgraduate qualifications of less than 4-years training are required to undergo a period of induction training as part of the clinical training in the related specialty to fulfil the 4 years training before undergoing the pre-gazettement process.

A Dental Officer shall only be allowed to commence induction training / pre-gazettement upon passing the examination listed as exit qualification in the *Senarai Ijazah Lanjutan Kepakaran yang Diiktiraf oleh Kerajaan dalam Pelbagai Disiplin Perubatan dan Pergigian*. The candidate will be assigned with supervisors during this period. The Terms of Reference (TOR) for supervisors are listed in **Appendix 1**, **Appendix 2** and **Appendix 3** accordingly.

Dental Officers with postgraduate qualifications of the 4-years and less than 4-years training duration shall undergo the gazettement pathway as shown in **Figure 1** and **Figure 2** respectively.

a) Gazettement Pathway for Postgraduate Qualifications of the 4-years Training Duration

Dental Officer with recognised postgraduate qualification will commence the pre-gazettement period for a minimum duration of six (6) months from the date of reporting as Dental Specialist (Pre-gazettement). During the pre-gazettement period, the Dental Specialist (Pre-gazettement) is expected to complete the requirement and record accordingly in the pre-gazettement logbook for assessment by the Professional Supervisor.

After the completion of the 6-months pre-gazettement period, the Professional Supervisor shall assess performance of core competencies requirement as in the logbook, appraise overall attitude, prepare report and make recommendation using either Form B or Form C, depending on the assigned role of the supervisor.

Upon recommendation by supervisors, the Dental Specialist (Pre-gazettement) will submit the application to the Secretariat of *Jawatankuasa Penilaian Pewartaan Pakar Pergigian* (JPPPP). A checklist of the required forms and documents for gazettement application shall be referred (KKMOH-AG8-SS1).

In the event where the Dental Specialist (Pre-gazettement) is not recommended for gazettement even after fulfilling the 6-months period, he / she shall undergo an extension of pre-gazettement period as required. The decision to do so must be made collectively by both supervisors including the respective National Head of Specialty Services. Upon fulfilling the extension of pre-gazettement period, the Dental Specialist (Pre-gazettement) shall be re-assessed by both supervisors for gazettement recommendation, followed by submission of the recommended application to the Secretariat of JPPPP.

The Secretariat of JPPPP shall check documents submitted for completeness and prepare the document for verification by JPPPP. **Only completed documents will be presented during the JPPPP meeting.** During the meeting, members of JPPPP will assess, verify applications for compliance to requirements and make recommendation to the *Jawatankuasa Khas Perubatan* (JKP). In the event where the Clinical Dental Specialist/ Dental Public Health Officer is not recommended for gazettelement by the JPPPP, an extension of pre-gazettelement period is required for the applicant to fulfil all the necessary condition stipulated by the JPPPP for re-assessment by the appointed supervisors.

The members of JKP shall evaluate all applications based on the recommendation by JPPPP in order to endorse the gazettelement as Dental Specialists. The Director-General of Health as the chairperson of JKP shall approve the gazettelement and appoint the applicants as Dental Specialists upon endorsement by members of JKP.

Finally, the *Percetakan Nasional Malaysia Berhad* (PNMB) shall publish the appointed names of Dental Specialist in the Government Gazette.

b) Gazettelement Pathway for Postgraduate Qualifications of the Less than 4-years Training Duration

Dental Officer with recognised postgraduate qualification will have to undergo an induction period to complete the 4-years of training duration, at either the Ministry of Health or other specified agencies. The Dental Officer is expected to complete the requirement and record accordingly in the Dental Officer undergoing Specialist Induction Training (DOSIT) logbook for assessment by the supervisor. Towards the completion of the induction period, the assigned supervisor shall assess and appraise overall performance and submit report (Form D) to the Secretariat of JPPPP.

Based on the recommendation by the supervisor, the Dental Officer is allowed to commence the pre-gazettelement period for a minimum duration of six (6) months from the completion date of induction training. In the event

where the Dental Officer is not recommended to proceed with pre-gazettement even after fulfilling the specified induction period, the Dental Officer shall undergo an extension of the induction period as required and shall be re-assessed by the supervisor for pre-gazettement recommendation.

During the pre-gazettement period, the Dental Specialist (Pre-gazettement) is expected to complete the requirement and record accordingly in the pre-gazettement logbook for assessment by the appointed Professional Supervisor.

After the 6-months duration has been fulfilled, the appointed supervisors shall assess performance of core competencies requirement as in the logbook, appraise overall attitude, prepare report and make recommendation using either Form B or Form C, depending on the assigned role of the supervisor.

Upon recommendation, the Dental Specialist (Pre-gazettement) needs to submit the application to the Secretariat of JPPPP. A checklist of required forms and documents for gazettement application shall be referred (KKMOH-AG8-SS1).

In the event where the Dental Specialist (Pre-gazettement) is not recommended for gazettement even after fulfilling the 6-months period, he / she shall undergo an extension of pre-gazettement period as required. The decision to do so must be made collectively by both supervisors including the respective National Head of Specialty Services. Upon fulfilling the extension of pre-gazettement period, the Dental Specialist (Pre-gazettement) shall be re-assessed by both supervisors for gazettement recommendation, followed by submission of the recommended application to the Secretariat of JPPPP.

The Secretariat of JPPPP shall check documents for completeness and prepare the document for verification in a scheduled JPPPP meeting when all required documents are complete. During the meeting, members of JPPPP will then assess, verify applications for compliance to requirements and make recommendation to the JKP.

In the event where the Dental Specialist (Pre-gazettement) is not recommended for gazettement by the JPPPP, an extension of pre-gazettement period is required for the applicant to fulfil all the necessary condition stipulated by the JPPPP for re-assessment by the appointed supervisors.

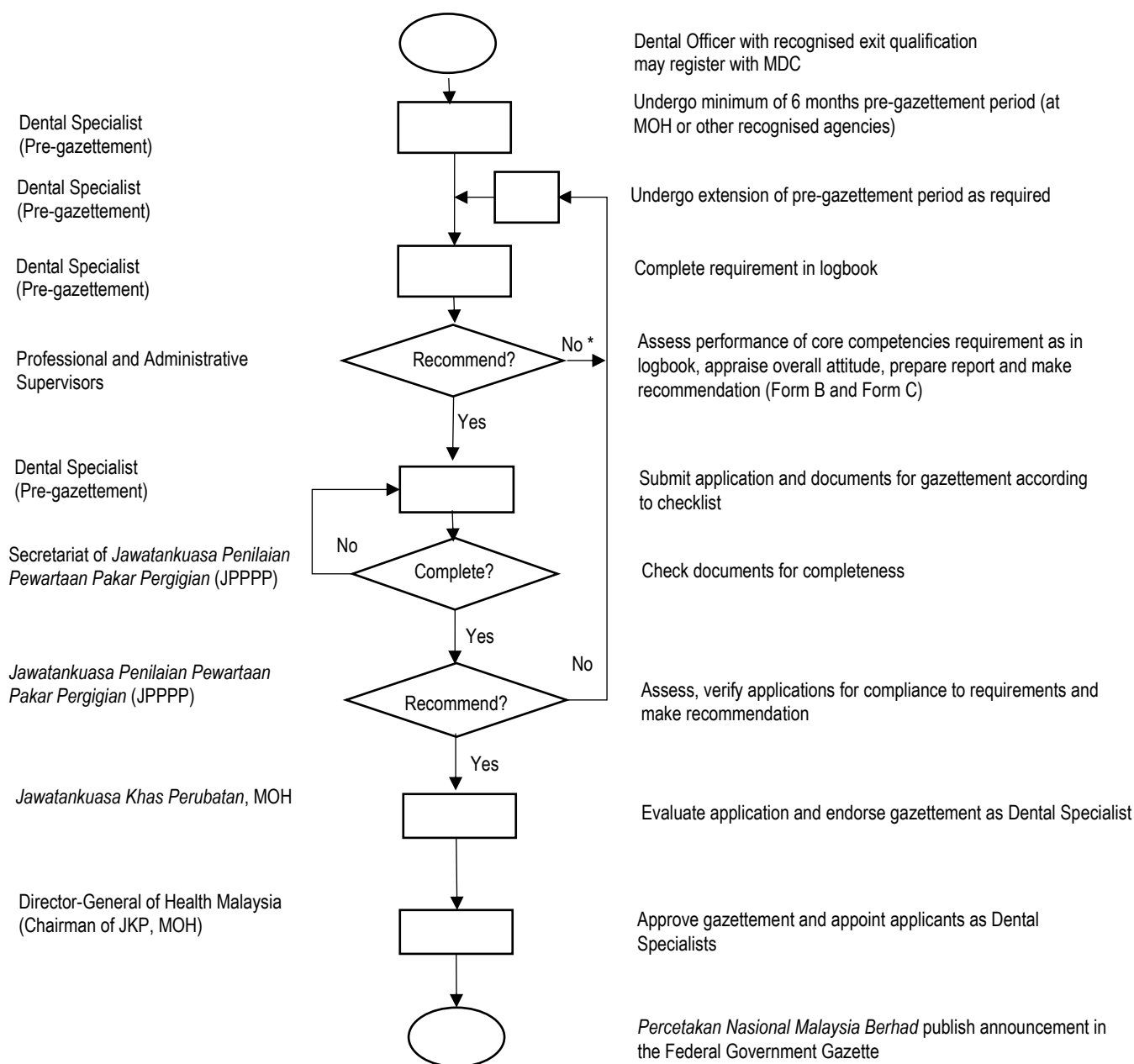
The members of JKP shall evaluate all applications based on the recommendation by JPPPP in order to endorse the gazettement as Dental Specialist. The Director-General of Health as the chairperson of JKP shall approve the gazettement and appoint the applicants as Dental Specialists upon endorsement by members of JKP.

Finally, the PNMB shall publish the appointed names of Dental Specialist in the Government Gazzette.

Note: In any dispute towards any decision made by the JPPPP in the process of gazettement, appeal must be made through proper administrative channel.

RESPONSIBILITY

WORK PROCESS

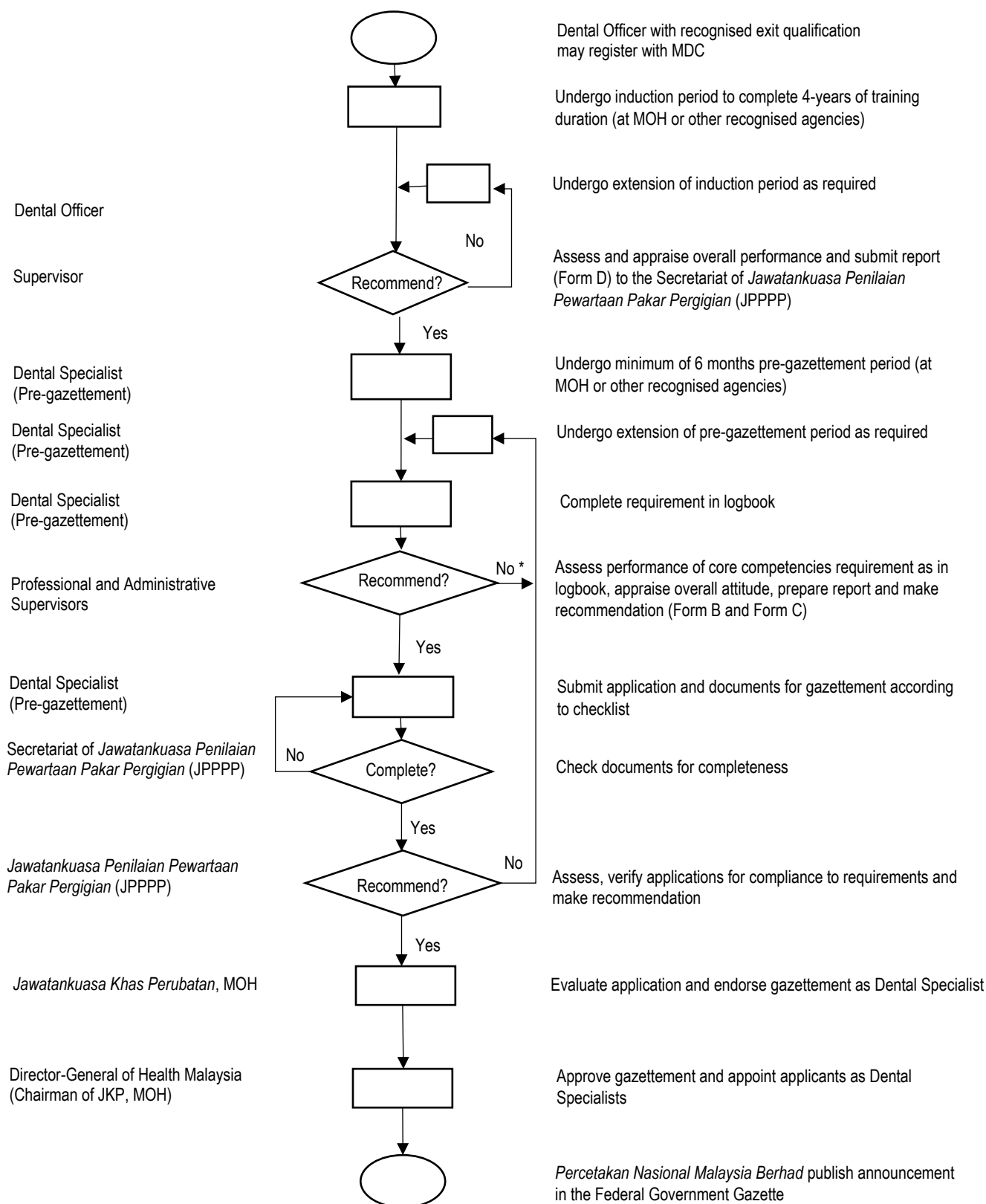


* Similar decision must be made together by the supervisors with the National Head of Specialty Service

**Figure 1: Gazettement Pathway for Dental Specialists in the MOH
(Postgraduate Qualification of the 4-years Training Period)**

RESPONSIBILITY

WORK PROCESS



* Similar decision must be made together by the supervisors with the National Head of Specialty Service

**Figure 2: Gazettement Pathway for Dental Specialists in the MOH
(Postgraduate Qualification of the Less than 4-years Training Period)**

6. EVALUATION COMMITTEE AND SECRETARIAT FOR THE GAZETTEMENT OF DENTAL SPECIALISTS

6.1 *Jawatankuasa Penilaian Pewartaan Pakar Pergigian (JPPPP)*

The JPPPP will undertake the following tasks:

- i. To assess and verify the fulfilment of core competencies of a candidate who has undergone the pre-gazettement period in a dental specialty discipline; and
- ii. To recommend the candidate for gazettement as a dental specialist in the MOH.

All National Heads of Service from each specialty is a member of JPPPP. The quorum for a meeting shall be not less than four (4) members (including the chairperson).

Chairperson: Principal Director of Oral Health, Ministry of Health (MOH)

Members:

1. National Head of Service of Oral and Maxillofacial Surgery
2. National Head of Service of Orthodontic
3. National Head of Service of Paediatric Dentistry
4. National Head of Service of Periodontics
5. National Head of Service of Restorative Dentistry
6. National Head of Service of Oral Pathology and Oral Medicine
7. National Head of Service of Special Care Dentistry
8. National Head of Service of Forensic Odontology
9. National Head of Service of Dental Public Health

There shall be at least four (4) meetings in a year. In the event when a member is not able to attend the scheduled meeting, he/she shall send a representative to assist in the evaluation of the application relevant to that specialty. However, only members of the JPPPP can make recommendation to JKP, regardless of the specialty.

6.1.1 Roles and Responsibilities

The JPPPP has four (4) major roles and functions as follows:

- i. To evaluate applications for dental specialist gazettement in accordance to the stipulated criteria for each discipline.

In evaluating of an application, the JPPPP may request or determine the following before making its recommendation to the JKP:

- Clarification or additional information from the applicant on training, current practice and other relevant data.
- Proof of participation in Continuing Professional Development (CPD) to ascertain applicants have kept themselves updated in the relevant dental specialty discipline(s).
- Alternative referees other than the supervisors appointed by the Principal Director of Oral Health to provide additional reports on applicants to ascertain their capability to function as independent dental specialists.
- Stipulate additional conditions for gazettement of applicants when deemed necessary.
- Interview the applicant or make on-site visits to place(s) of practice.
- Co-opt Dental Specialists from the relevant specialty to assist in evaluation of any applicant on a case-to-case basis.
- Verify that the applicant is free or in the process of any disciplinary action and professional misconduct.

Upon evaluation, in cases where the applicant is required to extend their pre-gazettement period or the date of their gazettement has been amended to a later date based on the stipulated criteria, the JPPPP must clearly state the reasons.

- ii. To prepare a report to the JKP by making appropriate recommendations for gazettelement of applicants as dental specialists or otherwise.

In cases of such reports to the JKP, the JPPPP must clearly state the reasons for each rejected application for dental specialist gazettelement

- iii. To define/adjust/amend the criteria for gazettelement of candidates/ applicants in their respective specialty in the MOH, where necessary.

In defining/adjusting/amending criteria, the JPPPP will undertake review on the:

- list of recognised postgraduate qualifications for any particular dental specialist discipline.
- clinical experience required.
- core competencies expected of the dental officer to be gazetted as a dental specialist.
- Terms of Reference (TOR) for JPPPP meeting.

- iv. To receive and attend to any appeal regarding the process of gazettelement as dental specialist.

In attending an appeal, the JPPPP will only undertake the request on the following:

- defining the extension period required for pre-gazettelement and the proposed gazettelement date
- reviewing the specific criteria stipulated by the JPPPP for the gazettelement of dental specialist

In cases of rejected application for dental specialist gazettelement by the JPPPP, appeal by any applicant shall be directed to the JKP.

6.2 Secretariat for *Jawatankuasa Penilaian Pewartaan Pakar Pergigian (JPPPP)*

The Secretariat for JPPPP manages all correspondence and documentation pertaining to the gazettelement of dental specialists in all disciplines at the Oral Health Programme, Ministry of Health Malaysia (OHP MOH). The Secretariat is placed under the *Cawangan Perkembangan Profesion Kesihatan Pergigian* (Oral Health Professional Development Section).

Head: Director of Oral Health Policy and Strategic Planning Division, MOH

Members: Two appointed dental officers of the Oral Health Professional Development Section, OHP MOH

Secretariat members are answerable to the Principal Director of Oral Health, MOH and to members of JPPPP.

6.2.1 Roles and Responsibilities

- i. To manage and undertake all correspondence between applicants and the OHP MOH.
- ii. To verify the completion of postgraduate programmes undergone by MOH dental officers in order to determine whether a pre-gazettelement induction training is required for those who have undergone training of less than 4-years duration.
- iii. To check for completeness of submitted documents for specialist gazettelement and to ensure the fulfilment of all stipulated requirements of application. If found incomplete/ inadequate, to manage all feedbacks to/ from applicants.
- iv. To submit all documents in good order that fulfil stipulated requirements for assessment to the JPPPP.
- v. To submit all documents in good order from the JPPPP to the JKP.
- vi. To make presentations, if so required, to the JKP on behalf of the applicants.
- vii. To assist in co-ordinating the extension of pre-gazettelement attachments for any applicants, where necessary, if so instructed by the JPPPP.

- viii. Once approved by the JKP, to submit the application to the Director-General of Health for final approval of gazettelement and appointment of dental specialists.
- ix. To send the approval letter from the Director-General of Health to *Percetakan Nasional Malaysia Berhad* for publication in the Federal Government Gazette.
- x. To follow through publication of the Federal Government Gazette.
- xi. To forward a copy of the published Federal Government Gazette on gazettelement as dental specialist to the relevant State Deputy Director of Health (Oral Health) and the gazetted dental specialists.

FORMS AND CHECKLIST

Attach passport
size photo here
(blue background)

APPLICATION FORM FOR GAZETTEMENT OF DENTAL SPECIALIST

(Type in Uppercase)

I. PERSONAL DETAILS		
Name :		
Date of first appointment :	Status : Permanent / Contract	
Date of confirmation in service :	Mykad No :	
Position :	Grade :	
Workplace address :		
Office Telephone :	Fax No.:	
HP No :	E-mail :	
II. PROFESSIONAL QUALIFICATION		
<u>Qualification</u>	<u>Institution</u>	<u>Year of Graduation</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
Officer with postgraduate qualification on paid / unpaid study leave (strike out where not applicable)		
i)	Period of study leave: From _____ until _____	
ii)	Period of extension of study leave (if any) From _____ until _____	
iii)	With scholarship: Yes / No (strike out where not applicable)	
iv)	Date of reporting for duty at Ministry of Health Malaysia after postgraduate qualification: _____	

III. TRAINING / WORKING EXPERIENCE

1. Date of reporting for pre-gazettement attachment :
2. Placement for pre-gazettement attachment :
.....
3. Date of completion of pre-gazettement attachment :

Details of other work experience after postgraduate qualification

- | | <u>Workplace</u> | | <u>Dates</u> | |
|----|------------------|------|--------------|-------------|
| 1. | | from | | until |
| 2. | | from | | until |
| 3. | | from | | until |

IV. SUPERVISOR REPORTS

1. Professional Confidential Report by

Name	:	
Designation	:	
2. Administrative Confidential Report by

Name	:	
Designation	:	

V. APPLICANT DECLARATION

I admit the above details are true.

Signature of applicant :

Name :

MyKad No :

Date :

MINISTRY OF HEALTH MALAYSIA OFFICE USE

Secretariat Comments

Pre-gazettement period of is from..... until
.....

Date :

Secretariat for Gazettement of Dental Specialists
Oral Health Programme
Ministry of Health Malaysia

RECOMMENDATION BY DENTAL SPECIALIST GAZETTEMENT EVALUATION COMMITTEE (JPPPP)

I recommend/do not recommend the gazettement of as a Dental Specialist in the
field of effective from.....

Signature :

Name : Date :

Member of Dental Specialist
Gazettement Evaluation Committee
Oral Health Programme,
Ministry of Health Malaysia

I recommend/do not recommend the gazettement of as a Dental Specialist in the
field of effective from.....

Signature :

Name : Date :

Member of Dental Specialist
Gazettement Evaluation Committee
Oral Health Programme,
Ministry of Health Malaysia

I recommend/do not recommend the gazettement of as a Dental Specialist in the
field of effective from.....

Signature :

Name : Date :

Member of Dental Specialist
Gazettement Evaluation Committee
Oral Health Programme,
Ministry of Health Malaysia

The Dental Specialist Gazettement Evaluation Committee, Ministry of Health Malaysia recommends / does not recommend the gazettelement ofas a Dental Specialist in the field ofeffective from

Signature :

Chairperson
Dental Specialist Gazettement
Evaluation Committee
Oral Health Programme
Ministry of Health Malaysia

Date :

ENDORSEMENT BY JAWATANKUASA KHAS PERUBATAN

I endorse / do not endorse the gazettelement of as a Dental Specialist in the field of..... effective from.....

Signature :

Member of *Jawatankuasa Khas Perubatan*
Ministry of Health Malaysia

Department Official Stamp and Designation

Date :

APPOINTMENT BY DIRECTOR-GENERAL OF HEALTH MALAYSIA

Based on the endorsement by all members of the *Jawatankuasa Khas Perubatan*,

I hereby appoint / do not appoint

as a Dental Specialist in the field of

effective from

.....
Director-General of Health, Malaysia

Date:

**SENARAI SEMAK BAGI PERMOHONAN
PEWARTAAN PAKAR PERGIGIAN
(BAGI PEMOHON)**

- | | | | |
|---|---|---------------------------|--------------------------|
| 1. | Borang Permohonan (KKMOH-AG08-BK1) yang lengkap daripada calon melalui saluran tertentu | - 4 salinan asal | ☐ |
| 2. | Laporan Naratif Penilaian Pentadbiran daripada Penyelia Pentadbiran yang dilantik (Sulit) (Form B) | - 4 salinan asal | ☐ |
| 3. | Laporan Naratif Penilaian Profesional daripada Penyelia Profesional yang dilantik (Sulit) (Form C) | - 4 salinan asal | ☐ |
| 4. | Salinan Dokumen Kelayakan <ul style="list-style-type: none"> • Transkrip penuh DAN surat rasmi dari pihak universiti / sijil yang berkaitan daripada universiti / Institusi yang mengesahkan telah lulus peperiksaan • Ijazah Sarjana Muda • Ijazah Sarjana • Ijazah / Sijil yang berkaitan | - 4 salinan yang disahkan | ☐ |
| 5. | Salinan Kenyataan Buku Perkhidmatan | - 4 salinan yang disahkan | ☐ |
| 6. | Salinan Rekod Cuti yang diambil dalam tempoh pra-pewartaan | - 4 salinan yang disahkan | ☐ |
| Tempoh cuti maksimum yang dibenarkan* : <ul style="list-style-type: none"> • 15 hari - Tempoh pra-pewartaan selama enam (6) bulan • 45 hari - Tempoh latihan induksi dan pra-pewartaan selama 12 bulan + 6 bulan | | | |
| *istilah cuti merangkumi cuti rehat, cuti sakit, cuti materniti, cuti paterniti, cuti tugas khas perubatan [seperti yang terkandung dalam Perintah Am Bab C, Klausula 47A. (a), (b) dan (c)], cuti kuarantin dan cuti tanpa rekod seperti cuti bagi yang berkursus. Cuti yang diambil melebihi tempoh di atas akan memberi implikasi kepada tarikh kuatkuasa pewartaan | | | |
| 7. | Buku log yang lengkap dengan penilaian keseluruhan asal oleh Penyelia Profesional | - 4 salinan | ☐ |

PERINGATAN:

- Adalah menjadi tanggungjawab pemohon untuk memastikan permohonan dikemukakan apabila tamat tempoh pra-pewartaan yang memuaskan dengan kadar segera.
- Hanya permohonan yang lengkap akan diproses untuk pewartaan.
- Permohonan lengkap yang dikemukakan **selepas 3 bulan** dari tamat tempoh pra-pewartaan akan memberi implikasi kepada tarikh kuatkuasa pewartaan.

**SENARAI SEMAK BAGI PERMOHONAN
PEWARTAAN PAKAR PERGIGIAN
(BAGI SEKRETARIAT JP PPP)**

Nama Pegawai : _____
 Kepakaran : _____
 Negeri : _____

Bil	Dokumen	Ada	Tiada	Catatan
1.	Borang Permohonan (KKMOH-AG08-BK1) – 4 salinan	☐	☐	
2.	Laporan Naratif Penilaian Pentadbiran(Sulit) (<i>Form B</i>)– 4 salinan	☐	☐	
3.	Laporan Naratif Penilaian Professional (Sulit) (<i>Form C</i>) – 4 salinan	☐	☐	
4.	Salinan surat lulus peperiksaan, ijazah-ijazah sarjana muda dan sarjana serta sijil berkaitan	☐	☐	
5.	Salinan Kenyataan Buku Perkhidmatan lengkap dengan rekod cuti – 4 salinan	☐	☐	
6.	Buku Log Asal	☐	☐	

Tarikh terima dokumen : Tidak Lengkap Lengkap

	Disemak oleh:	Disahkan oleh:
Nama Pegawai:		
Jawatan:		
Tandatangan:		
Tarikh:		
Catatan		

**ADMINISTRATIVE CONFIDENTIAL REPORT
GAZETTEMENT OF DENTAL SPECIALIST**

[To be filled by the State Deputy Director of Health (Oral Health)/ Hospital Director]

NAME OF CANDIDATE :

SPECIALTY :

The Administrative Supervisor is required to report on the Dental Specialist candidate, in English or Bahasa Malaysia, on aspects of work experience, knowledge, skills, attitude, personal qualities and other aspects that may be considered important. Use A4 size sheet of paper if space provided is insufficient. (**PLEASE TYPE**)

(Please see the proceeding page)

Recommendation [please tick (✓) in the appropriate box]

☐

I support this application for gazettement as Dental Specialist in the
field of

☐

The candidate has not fulfilled all requirements satisfactorily and is hereby
recommended to undergo an extended period of attachment
for months before being re-assessed.

Notes / Overall Comments

.....

.....

.....

.....

.....

Signature:.....

Name:

Position:

Official Stamp:

Date:

GAZETTEMENT OF DENTAL SPECIALIST
[To be filled by the State Deputy Director of Health (Oral Health)/ Hospital Director]

NAME OF CANDIDATE:

A. PERSONAL CHARACTERISTICS [tick (✓) where appropriate]

No.	Areas of Evaluation	Excellent	Good	Satisfactory	Poor
1.	Attitude to work and profession				
2.	Leadership abilities				
3.	Integrity				
4.	Fair and just				
5.	Personal discipline				
6.	Proactive, creative, innovative				
7.	Ability to cope with challenges				
8.	Relationship with colleagues and other staff				

B. SKILLS AND KNOWLEDGE [tick (✓) where appropriate]

No.	Areas of Evaluation	Excellent	Good	Satisfactory	Poor
1.	Knowledge in area of work				
2.	Sharing of information and knowledge				
3.	Analytical skills				
4.	Participation in CPD activities and teaching ability				
5.	Participation in research activities				
6.	Skills in Clinical Governance and Management				
7.	Participation in community-based activities				

C. DURATION OF PRE-GAZETTEMENT ATTACHMENT

Duration [] years [] months

D. OVERALL PERFORMANCE *[tick (✓) where appropriate]*

Excellent	[]	Borderline	[]
Good	[]	Weak	[]
Satisfactory	[]		

E. VERIFICATION ON DISCIPLINARY PROCEEDING/ ACTION *[tick (✓) where appropriate]*

Has history of disciplinary proceeding/ action [] Year:.....

Has present disciplinary proceeding/ action [] - *please attach latest report of such case*

No known disciplinary proceeding/ action []

F. RECOMMENDATION

.....

.....

.....

.....

Signature:.....

Name:

Position:

Official Stamp:

Date:

**PROFESSIONAL CONFIDENTIAL REPORT
GAZETTEMENT OF DENTAL SPECIALIST
(To be filled by Professional Supervisor)**

NAME OF CANDIDATE :

SPECIALTY :

I. ASSESSMENT OF CORE AREAS

(A) Core Competencies:

(B) Training:

(C) Research:

(D) Clinical Governance:

II. CHARACTER APPRAISAL

(A) Behavioural Characteristics:

(B) Value & Ethical Judgements:

(C) Communication Skills:

(a) Doctor-Patient/ Client Relationship

(b) Doctor-Staff Interactions

(c) Inter-Departmental Relationships

III. VERIFICATION ON DISCIPLINARY PROCEEDING/ ACTION *[tick (✓) where appropriate]*

Has history of disciplinary proceeding/ action [] Year:.....

Has present disciplinary proceeding/ action [] - *please attach latest report of such case*

No known disciplinary proceeding/ action []

IV. RECOMMENDATION *[tick (✓) where appropriate]*

☐

I support this application for gazettement as Dental Specialist in the field of
.....

☐

The candidate has not fulfilled all requirements satisfactorily and is hereby
recommended to undergo an extended period of attachment
for months before being re-assessed.

V. NOTES / OVERALL COMMENTS

.....

.....

.....

.....

Signature :

Name :

Position :

Official Stamp :

Date :

**PROFESSIONAL NARRATIVE REPORT
DENTAL OFFICER UNDERGOING SPECIALIST INDUCTION TRAINING
(To be filled by Supervisor)**

NAME OF CANDIDATE :

SPECIALTY :

The Supervisor is required to report on the Dental Officer undergoing Specialist Induction Training, in English or Bahasa Malaysia, on aspects of work experience, knowledge, skills, attitude, personal qualities and other aspects that may be considered important. Use A4 size sheet of paper if space provided is insufficient. **(PLEASE TYPE)**

(Please see the proceeding page)

Recommendation (please tick (✓) in the appropriate box)

☐

I support this candidate for pre-gazettement as Clinical Dental Specialist
in the field of

☐

I do not support this candidate for pre- gazettement as Clinical Dental
Specialist and hereby recommend for an extension period of induction
for (please state the duration)

Signature :

Name:

Position:

Official Stamp:

Date:

APPENDICES

TERMS OF REFERENCE FOR ADMINISTRATIVE SUPERVISOR OF PRE-GAZETTEMENT DENTAL SPECIALIST

PURPOSE

An Administrative Supervisor of Pre-gazettement Dental Specialist has overall responsibility to facilitate PCDS/PDPHO at the respective placement of state/institution for pre-gazettement period and recommends to the *Jawatankuasa Penilaian Pewartaan Pakar Pergigian (JPPPP)* for the gazettement.

TERMS OF REFERENCE

The roles of Administrative Supervisor of Pre-gazettement Dental Specialist are to:

1. Oversee and facilitate the Dental Specialist (Pre-gazettement) to fulfil the overall requirements for gazettement at the designated postings and/or other recommended sites in Ministry of Health;
2. Evaluate and verify the performance of the Dental Specialist (Pre-gazettement) on aspects of work experience, knowledge, skills, attitude, personal qualities and other aspects that may be considered important; and
3. Prepare required reports and recommend appointment for gazettement of the Dental Specialist (Pre-gazettement) after the pre-gazettement period ends.

In the event of non-performance of the Dental Specialist (Pre-gazettement), the Administrative Supervisor shall conduct necessary remedial actions immediately.

DIMENSION

The dimensions for coordination and communication for the Administrative Supervisor of Pre-gazettement Dental Specialist include:

1. Appointed Professional Supervisor of the Dental Specialist (Pre-gazettement)
2. Respective National Head of Specialty Service
3. Secretariat of JPPPP
4. Principal Director of Oral Health (chairperson of JPPPP).

SELECTION AND APPOINTMENT

The State Deputy Director of Health (Oral Health) / Hospital Director according to the placement of the Dental Specialist (Pre-gazettement) during pre-gazettement period shall be appointed as the Administrative Supervisor by the Principal Director of Oral Health.

TENURE AND EXTENSION OF APPOINTMENT

1. The terms of the appointment for Administrative Supervisor of Pre-gazettement Dental Specialist will be stated in the appointment letter.
2. The tenure of Administrative Supervisor of Pre-gazettement Dental Specialist can be extended in cases where Dental Specialist (Pre-gazettement) did not fulfil the requirements for gazettement after the minimum period of attachment.

REPORTING

Administrative Supervisor of Pre-gazettement Dental Specialist shall prepare the Administrative Confidential Report Gazettement of Dental Specialist (**Form B**) after completion of the pre-gazettement period in 4 (four) original copies.

The report shall be compiled together with the Professional Confidential Report Gazettement of Dental Specialist report by the appointed Professional Supervisor (**Form C**) and other required documents for the application of gazettement of the Dental Specialist (Pre-gazettement).

RESOURCES AND SUPPORT

The appointed Professional Supervisor as well as the National Head of Specialty Service shall be consulted for assistance and provide any input necessary to enable the Administrative Supervisor of Pre-gazettement Dental Specialist to fulfil their duties.

ADMINISTRATIVE SUPPORT

The Administrative Supervisor of Pre-gazettement Dental Specialist is expected to be consulted to facilitate regarding any required administrative support.

In a situation that the Dental Specialist (Pre-gazettement) is required to go to another state to fulfil any parts of the logbook requirements, the respective State Deputy Director of Health (Oral Health) / Hospital Director/ Head of Department shall facilitate and support accordingly.

TERMS OF REFERENCE FOR PROFESSIONAL SUPERVISOR OF PRE-GAZETTEMENT DENTAL SPECIALIST

PURPOSE

A Professional Supervisor of Pre-gazettement Dental Specialist has overall responsibility to facilitate Dental Specialist (Pre-gazettement) at the respective postings and recommends to the *Jawatankuasa Penilaian Pewartaan Pakar Pergigian (JPPPP)* for the gazettement.

TERMS OF REFERENCE

The roles of Professional Supervisor of Pre-gazettement Dental Specialist are to:

1. Oversee and facilitate the Dental Specialist (Pre-gazettement) to fulfil the requirements for gazettement at the postings and/or other recommended sites in Ministry of Health;
2. Organise periodic visits where the Dental Specialist (Pre-gazettement) posting is in a different facility from the Supervisor;
3. Evaluate and verify the performance of the Dental Specialist (Pre-gazettement) including a review of their completed logbook, confirming the Dental Specialist (Pre-gazettement) has provided evidence of completion and met the volume of practice requirements; and
4. Prepare and submit required reports to the Administrative Supervisor and recommend appointment for gazettement of the Dental Specialist (Pre-gazettement) after the pre-gazettement period ends.

In the event of non-performance of the Dental Specialist (Pre-gazettement), the supervisor shall conduct necessary remedial actions immediately.

DIMENSION

The dimensions for coordination and communication for the Professional Supervisor of Pre-gazettement Dental Specialist include:

1. Respective National Head of Specialty Service
2. Administrative Supervisor of Dental Specialist (Pre-gazettement)
3. Secretariat of JPPPP
4. Principal Director of Oral Health (chairperson of JPPPP).

SELECTION AND APPOINTMENT

Selection and appointment of Professional Supervisor of Pre-gazettement Dental Specialist shall take into account the following factors:

1. Minimum of 5-year experience as a gazetted dental specialist
2. No conflict of interest with the Dental Specialist (Pre-gazettement)
3. Recommended by the National Head of Specialty Service (a member of JPPPP)
4. Ratified by the Principal Director of Oral Health (chairperson of JPPPP)

The Professional Supervisor shall be allowed to supervise a maximum of 2 (two) Dental Specialists (Pre-gazettement) at a time.

TENURE AND EXTENSION OF APPOINTMENT

1. The terms of the appointment for Professional Supervisor of Pre-gazettement Dental Specialist will be stated in the appointment letter.
2. The tenure of Professional Supervisor of Pre-gazettement Dental Specialist can be annulled due to unforeseen circumstances during the designated attachment period, subject to the recommendation from the Head of Specialty Service and approval of Principal Director of Oral Health.
3. The tenure of Professional Supervisor of Pre-gazettement Dental Specialist can be extended in cases where Dental Specialist (Pre-gazettement) did not fulfil the requirements for gazettement after the minimum period of attachment.

REPORTING

Professional Supervisor of Pre-gazettement Dental Specialist shall prepare the following after completion of the pre-gazettement period in 4 (four) original copies:

1. Overall Appraisal of Pre-gazetted Dental Specialist and recommendation for gazettement in the **log book**; and
2. Professional Confidential Report Gazettement of Dental Specialist (**Form C**).

These reports shall be submitted to the Administrative Supervisor for compilation of required reports (**Form B**) and documents to be attached in the application of gazettement of the Dental Specialist (Pre-gazettement).

RESOURCES AND SUPPORT

The National Head of Specialty Service shall be consulted for guidance, assistance and provide any input necessary to enable Professional Supervisor of Pre-gazettement Dental Specialist to fulfil their duties.

The Professional Supervisor of Pre-gazettement Dental Specialist shall collaborate, share, discuss and advise on challenges faced relating pre-gazettement supervision and requirements to their respective State/ National Head of Specialty Service and State Deputy Director of Health (Oral Health).

ADMINISTRATIVE SUPPORT

The Administrative Supervisor of Pre-gazettement Dental Specialist shall be consulted to facilitate regarding any required administrative support.

In a situation that the Dental Specialist (Pre-gazettement) is required to go to another state to fulfil any parts of the logbook requirements, the Administrative Supervisor / respective State Deputy Director of Health (Oral Health) / Hospital Director / Head of Department is expected to facilitate and support accordingly.

TERMS OF REFERENCE FOR SUPERVISOR OF DENTAL OFFICER UNDERGOING SPECIALIST INDUCTION TRAINING

PURPOSE

A Supervisor of Dental Officer undergoing Specialist Induction Training (DOSIT) has overall responsibility to facilitate the DOSIT at the respective postings to fulfil the 4 years training.

TERMS OF REFERENCE

The roles of supervisor of DOSIT are to:

1. Oversee and facilitate the DOSIT to fulfil the requirements for induction training at the posting sites;
2. Evaluate and verify the performance of the DOSIT including a review of their completed logbook, confirming the DOSIT has provided evidence of completion and met the volume of practice requirements; and
3. Prepare and submit required reports towards the end of induction period.

In the event of non-performance of the DOSIT, the supervisor shall conduct necessary remedial actions immediately.

DIMENSION

The dimensions for coordination and communication for the supervisor of DOSIT include:

1. Respective National Head of Specialty Service
2. State Deputy Director of Health (Oral Health)
3. Secretariat of JPPPP
4. Principal Director of Oral Health (chairperson of JPPPP).

SELECTION AND APPOINTMENT

Selection and appointment of supervisor of DOSIT shall take into account the following factors:

1. Minimum of 3-year experience as a gazetted dental specialist
2. No conflict of interest with the DOSIT
3. Recommended by the National Head of Specialty Service (a member of JPPPP)
4. Ratified by the Principal Director of Oral Health (chairperson of JPPPP)

The supervisor shall be allowed to supervise a maximum of 2 (two) DOSITs at a time.

TENURE AND EXTENSION OF APPOINTMENT

1. The terms of the appointment for supervisor of DOSIT will be stated in the appointment letter.
2. The tenure of supervisor of DOSIT can be annulled due to unforeseen circumstances during the designated attachment period, subject to the recommendation from the National Head of Specialty Service and approval of Principal Director of Oral Health.
3. The tenure of supervisor of DOSIT can be extended in cases where the DOSIT did not fulfil the minimum requirement and/or minimum period of attachment.

REPORTING

Supervisor of DOSIT shall prepare the Professional Narrative Report (**Form D**) towards completion of the induction period and submit to the secretariat of JPPPP.

RESOURCES AND SUPPORT

The National Head of Specialty Service shall be consulted for guidance, assistance and provide any input necessary to enable supervisor of DOSIT to fulfil their duties.

The supervisor of DOSIT shall collaborate, share, discuss and advise on challenges faced relating supervision during induction period and requirements to their respective State/National Head of Specialty Service and State Deputy Director of Health (Oral Health).

ADMINISTRATIVE SUPPORT

The State Deputy Director of Health (Oral Health) shall be consulted to facilitate regarding any required administrative support.

In a situation that the DOSIT is required to go to another state to fulfil any parts of the logbook requirements, the respective State Deputy Director of Health (Oral Health) / Hospital Director/ Head of Department is expected facilitate and support accordingly.

CONTRIBUTORS

**ORAL HEALTH PROGRAMME
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