

**TERMS OF REFERENCE FOR ADMINISTRATIVE SUPERVISOR
OF PRE-GAZETTEMET CLINICAL DENTAL SPECIALIST/
DENTAL PUBLIC HEALTH OFFICER**

PURPOSE

An Administrative Supervisor of Pre-gazettement Clinical Dental Specialist (PCDS) or Pre-gazettement Dental Public Health Officer (PDPHO) 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 PCDS/PDPHO are to:

1. Oversee and facilitate the PCDS/PDPHO 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 PCDS/PDPHO 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 PCDS/PDPHO after the pre-gazettement period ends.

The Administrative Supervisor is expected to schedule necessary monitoring sessions to ensure proper supervision of the PCDS/PDPHO. In the event of non-performance of the PCDS/PDPHO, the Administrative Supervisor shall conduct necessary remedial actions immediately.

DIMENSION

The dimensions for coordination and communication for the Administrative Supervisor of PCDS/PDPHO include:

1. Appointed Professional Supervisor of the PCDS/PDPHO
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 PCDS/PDPHO 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 PCDS/PDPHO will be stated in the appointment letter.
2. The tenure of Administrative Supervisor of PCDS/PDPHO can be extended in cases where PCDS/PDPHO did not fulfil the requirements for gazettement after the minimum period of attachment.

REPORTING

Administrative Supervisor of PCDS/PDPHO shall prepare the Administrative Confidential Report Gazettement of Dental Specialist (**Form B**) upon completion of the pre-gazettelement period in 4 (four) original copies.

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

Note: The minimum period of supervision for report preparation by the appointed supervisor is one month. In the event where there is movement/ retirement of the appointed Administrative Supervisor, he/she shall prepare the report accordingly to cover the period of supervision.

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 PCDS/PDPHO to fulfil their duties.

ADMINISTRATIVE SUPPORT

The Administrative Supervisor of PCDS/PDPHO is expected to be consulted to facilitate any required administrative support.

In a situation that the PCDS/PDPHO is required to go to another state to fulfil any part 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-GAZETTEMET CLINICAL DENTAL SPECIALIST/
DENTAL PUBLIC HEALTH OFFICER**

PURPOSE

A Professional Supervisor of Pre-gazettement Clinical Dental Specialist (PCDS) or Pre-gazettement Dental Public Health Officer (PDPHO) has overall responsibility to facilitate PCDS/PDPHO 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 PCDS/PDPHO are to:

1. Oversee and facilitate the PCDS/PDPHO to fulfil the requirements for gazettement at the postings and/or other recommended sites in Ministry of Health;
2. Organise periodic visits where the PCDS/PDPHO's posting is in a different facility from the Supervisor;
3. Evaluate and verify the performance of the PCDS/PDPHO including a review of their completed logbook, confirming the PCDS/PDPHO 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 PCDS/PDPHO after the pre-gazettement period ends.

The Professional Supervisor is expected to schedule necessary monitoring sessions to ensure proper supervision of the PCDS/PDPHO. In the event of non-performance of the PCDS/PDPHO, the supervisor shall conduct necessary remedial actions immediately.

DIMENSION

The dimensions for coordination and communication for the Professional Supervisor of PCDS/PDPHO include:

1. Respective National Head of Specialty Service
2. Administrative Supervisor of PCDS/PDPHO
3. Secretariat of JPPPP
4. Principal Director of Oral Health (chairperson of JPPPP).

SELECTION AND APPOINTMENT

Selection and appointment of Professional Supervisor of PCDS/PDPHO 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 PCDS/PDPHO
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) PCDSs/PDPHOs at a time.

TENURE AND EXTENSION OF APPOINTMENT

1. The terms of the appointment for Professional Supervisor of PCDS/PDPHO will be stated in the appointment letter.
2. The tenure of Professional Supervisor of PCDS/PDPHO 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 PCDS/PDPHO can be extended in cases where PCDS/PDPHO did not fulfil the requirements for gazettelement after the minimum period of attachment.

REPORTING

Professional Supervisor of PCDS/PDPHO shall prepare the following upon completion of the pre-gazettelement period in 4 (four) original copies:

1. Overall Appraisal of Clinical Dental Specialist/ Dental Public Health Officer and recommendation for gazettelement in the **log book**; and
2. Professional Confidential Report Gazettelement 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 gazettelement of the PCDS/PDPHO.

Note: The minimum period of supervision for report preparation by the appointed supervisor is one month. In the event where there is movement/ retirement/ resignation of the appointed Professional Supervisor, he/she shall prepare the report accordingly to cover the period of supervision.

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 PCDS/PDPHO to fulfil their duties.

The Professional Supervisor of PCDS/PDPHO shall collaborate, share, discuss and advise on challenges faced relating to pre-gazettelement 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 PCDS/PDPHO shall be consulted to facilitate any required administrative support.

In a situation that the PCDS/PDPHO 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.

The supervisor is expected to schedule necessary monitoring sessions to ensure proper supervision of DOSIT. 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**) one month before completion of the induction period and submit to the secretariat of JPPPP.

Note: The minimum period of supervision for report preparation by the appointed supervisor is one month. In the event where there is movement/ retirement/ resignation of the appointed supervisor, he/she shall prepare the report accordingly to cover the period of supervision.

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 to 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 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.