



SINGAPORE DENTAL ASSOCIATION

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24 Feb 2010

Dear Colleagues

NITEC in Dental Assisting Traineeship (ITE)

We are pleased to attach the application forms for the NITEC in Dental Assisting Traineeship Programme.

Registration is now open for our 4th intake. The course is scheduled to commence in May 2010.

For dentists who would like to enroll the DSAs under their current employ on this course, kindly complete the forms attached and return them to Singapore Dental Association by **31 March 2010**.

IMPORTANT NOTE :

For Employers looking to recruit new DSAs to sponsor for the training programme, please contact Mr Jeffrey Tan, Institute of Technical Education at Tel : 6590 2430 or Email ITE : Jeffrey_Tan@ite.edu.sg

Thank you.

Regards,

A handwritten signature in black ink, appearing to read "Betty Mok", with a long horizontal flourish extending to the right.

Dr Betty Mok
Chairperson
Nitec Committee

CONDITIONS GOVERNING COMPANY'S ELIGIBILITY TO PARTICIPATE IN PROGRAMMES UNDER THE TRAINEESHIP SCHEME (TS)

Administration

- 1 The ITE approved Traineeship Agreement must be signed with the trainees.
- 2 The deadlines for submission of registration documents, applications and claims for grants must be strictly observed.
- 3 The Training Logbooks are to be duly signed and endorsed by the supervisors/trainers assigned to the trainees and countersigned by the doctor or equivalent and submitted to ITE at the end of the training.
- 4 The company will have to bear the cost of the training (course fees and related expenses) required for the programme even if the trainee leaves the programme during the probation period.

On-the-Job Training

- 5 Technically qualified trainers should be assigned to train the trainees during the on-the-job training as well as to supervise and monitor their progress.
- 6 The company has to ensure that trainers are pedagogically trained by sending them to attend the following courses within 6 months of commencement of the traineeship programme :
 - 6.1 Coaching Skills; and
 - 6.2 Planning and Implementing OJT.
- 7 The trainees must be trained to perform at least 75% of the OJT tasks that the company had indicated it could provide and have been agreed and approved by ITE.
- 8 The OJT tasks must be performed by the trainees during their normal daily working hours.
- 9 The trainees should be assigned to perform work directly related to the OJT tasks.

Off-the-Job Training

- 11 The trainees are to attend their off-the-job training during their normal working hours. If this is not possible, provision must be made to compensate the hours spent for the off-the-job training at overtime rate.

TASKS FOR ON-THE-JOB TRAINING

Traineeship Programme: *Nitec* in Dental Assisting

Note: A company must be able to provide 75% of the total tasks listed in order to be eligible to participate in the programme. If a company is unable to meet the 75% of the total tasks, they could propose alternative tasks (up to 25% of the total tasks) to be covered to meet the course requirements. Approval must be obtained from ITE before the alternative tasks could be implemented.

S/N	Task	Yes*	No*
	<u>Topic 1 : Maintain a clean and safe clinic environment</u>		
1	Prepare the clinic for service		
2	Perform appropriate disinfection of equipment and working surfaces		
3	Handle and dispose biohazards and used materials		
4	Sterilise instruments		
5	Handle disposal of biohazards and used materials		
6	Handle and store sterile items		
	<u>Topic 2 : Dental Duties</u>		
7	Perform dental charting		
8	Assist in operative treatment		
9	Assist in periodontal treatment		
10	Assist in endodontic treatment		
11	Assist in oral surgical procedures		
12	Set up equipment and materials for dental radiography		
13	Carry out dental radiography		
14	Cast impressions		
Sub-total			

* Please tick (✓) in appropriate column.

S/N	Task	Yes*	No*
	<u>Topic 3 : Patient Care</u>		
15	Provide oral health education to patients		
16	Provide post-operative care instructions to patients		
17	Measure and record temperature of patient		
18	Measure and record pulse and respiration rates		
19	Measure and record blood pressure		
	<u>Topic 4 : Administrative Duties</u>		
20	Handle incoming telephone calls		
21	Schedule patient appointments and recalls		
22	Register patient		
23	File and retrieve patient's record and documents		
24	Handle payments		
25	Perform financial counselling		
26	Perform end-of-day closing		
	<u>Topic 5 : Maintenance of Clinic Supplies and Equipment</u>		
27	Perform inventory control		
28	Perform and record maintenance of equipment		
29	Record drugs dispensed		
	Sub-total		
	Total		

* Please tick (✓) in appropriate column.

Proposed Alternative Tasks

No	Task Description
	Topic ____



APPLICATION FOR NITEC IN DENTAL ASSISTING COURSE



This form is to sign up your current employed DSA with Singapore Dental Association for the Nitec in Dental Assisting course. SDA will compile and coordinate registration with ITE. If you have any queries, please contact SDA at Tel No. 62202588 or Email ITE: Jeffrey_Tan@ite.edu.sg or Tel: 6590 2430

Name of Dental Clinic :			
Clinic Address :			
UEN Number :			
Dentist-in-Charge :			
Admin Contact :			
Tel No :		Fax No :	
Email :			

Trainee DSA 1 :			
Home Address :			
NRIC/Fin No :		Date of Birth :	
Home Tel :		Mobile Hp :	
Highest Qualification :	PSLE/Secondary ()/GCE'N'/GCE'O' /GCE'A' /Diploma		

Trainee DSA 2 :			
Home Address :			
NRIC/Fin No :		Date of Birth :	
Home Tel :		Mobile Hp :	
Highest Qualification :	PSLE/Secondary ()/GCE'N'/GCE'O' /GCE'A' /Diploma		

Trainee DSA 3 :			
Home Address :			
NRIC/Fin No :		Date of Birth :	
Home Tel :		Mobile Hp :	
Highest Qualification :	PSLE/Secondary ()/GCE'N'/GCE'O' /GCE'A' /Diploma		