

**POLICY AND PROCEDURE – Policy No: 19****SPECIAL PURPOSE REGISTRATION OF DENTISTS UNDER QUEENSLAND PUBLIC SECTOR DENTAL WORKFORCE SCHEME (PSDW SCHEME)****1.0 Background**

- 1.1 The Public Sector Dental Workforce Scheme (PSDW Scheme) is an initiative of the National Health Workforce Action Plan, and was endorsed by Health Ministers on 23 April 2004 at the Australian Health Ministers' Conference.
- 1.2 The PSDW Scheme was designed to streamline entry into Australia of appropriately qualified overseas-trained dentists to work in the public sector and help alleviate workforce shortages, particularly in rural and remote areas.
- 1.3 Amendments were made to the *Dental Practitioners Registration Act 2001* in October 2006 to give effect to the Public Sector Dental Workforce Scheme, allowing overseas trained Dentists to apply to the Dental Board of Queensland for special purpose registration.
- 1.4 Under this scheme graduates from Australian Dental Council (ADC) accredited undergraduate dental programs in Canada, Hong Kong, Ireland, Malaysia, Singapore, South Africa, United Kingdom and the United States are eligible to participate (see approved programs at **Appendix 1**). Those eligible will be granted an exemption from the ADC Preliminary Examination.
- 1.5 PSDW Scheme candidates granted exemption from the ADC's Preliminary Examination are required to undertake, and successfully complete, the Final Examination within **three years** of first participating in this Scheme or similar Schemes in other States and Territories. Candidates should be aware of the requirements to be met before a candidate is allocated a place in the ADC's Final Examination. (Refer to the Australian Dental Council website at <http://www.dentalcouncil.net.au/>)

2.0 Purpose and scope of policy

- 2.1 This policy describes how the Dental Board of Queensland (the Board) will implement the provisions of section 119(1)(e) Special Purpose Registration of the *Dental Practitioners Registration Act 2001* (the Act). This section of the Act relates to registration of an overseas-trained dentist to "practise the profession, under the Public Sector Dental Workforce Scheme, at a dental health service facility operated by the State".
- 2.2 This document also provides guidance to supervisors and special purpose registrants who are required to practise under supervision for the purpose of complying with the Public Sector Dental Workforce Scheme (PSDWS).

3.0 **Key elements of this policy**

- 3.1 Registrants must practise **under supervision** in the public sector at a Queensland Health facility.
- 3.2 Registration is subject to ongoing satisfactory *Special Purpose — Supervised Practice Assessment Reports* (**see Appendix 2**) provided to the Board as per this policy at **12.0**.
- 3.3 Registrants **must** enroll with the ADC to undertake the Final Examination within **eighteen (18) months** of initial registration with the Board.
- 3.4 Registration is granted for a maximum period of **three (3) years** renewable annually, during which time the registrant **must** successfully complete the ADC Final Examination. A *Special Purpose — Supervised Practice Assessment Report* **must** accompany an application for renewal of special purpose registration.

4.0 **Eligibility for PSDW Scheme special purpose registration**

- 4.1 Applicants must have an undergraduate dental qualification from one of the institutions accredited by the ADC for the purposes of the PSDW Scheme. The ADC's *List of Accredited Dental Undergraduate Programs Whose Graduates Are Eligible To Participate In The Public Sector Dental Workforce Scheme* is reproduced at the end of this policy. The most current list is available at - <http://www.dentalcouncil.net.au/publicsector.html>
- 4.2 Applicants must provide evidence of current registration to practise clinical dentistry and, where the applicant's qualification was awarded more than 3 years before the date of application, must have practised clinical dentistry for a minimum of 250 hours per year for the last 3 years.
- 4.3 Applicants must establish they are of good character and professional standing, and can demonstrate that they have the professional experience to successfully practise as a dentist within the public health sector (Queensland Health).
- 4.4 Applicants must have passed the Occupational English Test (OET) examination at "A" or "B" level for each of the four sub-tests (listening, reading, writing and speaking).

Note: The OET test is administered by the Council of Adult Education. Information can be downloaded from <http://www.oet.com.au>

5.0 **Registration application process**

- 5.1 Applicants for registration under section 119(1)(e) of the Act, must make a written application to the Board using the *PSDW Scheme Special Purpose Application Form* (**see Appendix 3**) together with supporting documents.
- 5.2 Conditional special purpose registration may be granted for a period of up to three years, granted annually upon renewal which will coincide with the anniversary date of initial registration.

- 5.3 Applications may be submitted up to 7 months in advance. **Applicants may request that the registration pre-date their commencement in Queensland Health by up to one month.**
- 5.4 The Board requires details of the employment program, including a *Special Purpose — Supervised Practice Agreement (Appendix 4)* signed by the applicant and the employer outlining:
- who will supervise the applicant in his or her work;
 - where the applicant will be practising; and
 - the period of employment.
- 5.5 The information provided by the applicant and the employer/supervisor will be used by the Board to formulate the terms of the practitioner's special purpose registration.
- 5.6 Special purpose registration granted under this policy will be subject to:
- Continuous employment in a dental health facility operated by Queensland Health; and
 - Annual renewal of special purpose registration; and
 - Identification of approved supervisor and practice location; and
 - Satisfactory supervised practice assessment reports; and
 - Registrant enrolling with the ADC to undertake the Final Examination within eighteen (18) months of initial registration with the Board; and
 - Successful completion of the ADC Final Examination within three years of initial registration with the Dental Board of Queensland.
- 6.0 Public sector employment and supervision**
- 6.1 Registration under this section of the Act is only available to applicants if they are to be employed by the Queensland public sector as part of the PSDW Scheme.
- 6.2 Supervision and supervision reports must be provided as per this policy.
- 7.0 Notification of change in supervisor**
- 7.1 Prior to a change in principal and/or additional supervisor, a new *Special Purpose — Supervised Practice Agreement (Appendix 4)* must be completed by all supervisors and the registrant, and submitted to the Board.
- 8.0 Supervised practice**
- 8.1 Dentists with special purpose registration under the PSDW Scheme must practise the profession in accordance with the supervision requirements as per this policy at **12.0**.
- 8.2 The purpose of a supervised practice program is to ensure that:
- (a) the registrant's performance is evaluated and monitored;
 - (b) the registrant demonstrates that she or he can practise the profession safely and competently; and

- (c) the registrant develops skills that enable them to operate within the local and Australian health care systems.

9.0 **Role and responsibilities of the supervisor**

- 9.1 The nominated supervisor must have a minimum of **four (4) years** experience as a general registrant in Queensland or another State of Australia. Whilst not mandatory, it is preferable the nominated supervisor is an approved supervisor for undergraduate Bachelor of Dental Science fifth year student training. The nominated supervisor **must** have current general registration and **must hold a clinical position in Queensland Health senior** to the special purpose registrant.
- 9.2 Each supervisor must ensure that special purpose registrants who have not practised in an Australian health care setting, are provided a Practice Induction/Orientation program. The induction program should include an overview of the health system in Australia, an introduction to professional standards, information on cultural differences and practice policies and procedures.

The following list of topics is provided as a guide as to some of the areas the Dental Board considers important to include in your induction/orientation program for special purpose registrants.

General

- Dentists should be familiar with the structure of the Australian health care system and the roles of the various bodies with whom contact would occur or which have particular areas of responsibility.

Roles of the Federal and State governments in the provision and regulation of health care

- Dental Board of Queensland – registration, professional standards, health assessment and monitoring
- Public Health vs Private Health care, Department of Veterans Affairs, Medicare Australia, Workcover
- Professional Indemnity – legal issues / risk management
- Prescribing – Pharmaceutical Benefits Scheme, authority prescriptions
- Referral System – pathology, radiology, other specialists, allied health services, hospital emergency departments, Queensland Ambulance Service, community services, local support groups. The registrant should be provided a list of service providers and their contact details
- Regulatory agencies – Health Quality and Complaints Commission
- Other contact phone numbers – supervisors, Drugs of Dependence Unit, Queensland Health, interpreter service.

Practice orientation, roles of practice staff

- Practice policies and guidelines – including infection control, blood borne viruses, dental records, general anesthesia and conscious sedation, complaint process
- Australian Dental Association, Royal Australasian College of Dental Surgeons, Australian and New Zealand Association of Oral and Maxillofacial Surgeons Inc.
- Queensland Health – Oral Health Unit, Centre for Healthcare Related Infection Surveillance and Prevention (CHRISP)

- 9.3** The supervisor should be a person who has consented to act as a supervisor and must be approved by the Board. The supervisor should be able to comply with the requirements of the level of supervision required. The relationship between supervisor and registrant must be professional. Thus persons who are directly related to the individual will not be approved as supervisors. Supervisors should not themselves be subject to supervisory arrangements.
- 9.4** The supervisor must take reasonable steps to ensure that the registrant is practising safely by such measures as direct observation (where it is relevant to the level of supervision), individual case review, periodic performance review and remediation of identified problems.
- 9.5** The supervisor must notify the Board immediately if there are concerns in relation to the registrant's clinical performance, health or non-compliance with conditions or undertakings. The supervisor must ensure that the registrant is practising in accordance with the approved work arrangements and must notify the Board of non-compliance with or of any proposed changes to those arrangements.
- 9.6** The Board must be notified if the supervisor is no longer able to provide the level of supervision that is required (see section **7.0**). A notification to the Board is not required if the supervisor takes temporary leave from their supervising role for a period of up to 3 months. However, the nominated supervisor must arrange for another general registrant to undertake supervision while the nominated supervisor is on leave.
- 9.7** The supervisor must provide assessment reports as required by the registrant's level of supervision and comply with the Board's requirements as to format and frequency (see section **12.0**). These reports must be timely, objective and as accurate as possible. They should identify both strengths and weaknesses including any problems (if applicable) and what has been done in terms of follow-up or remediation.
- 9.8** Section 231A of the *Dental Practitioners Registration Act 2001* provides protection for persons involved in supervising registrants. Persons giving information to the Board honestly and on reasonable grounds cannot be held liable, civilly, criminally or under an administrative process for giving the information.
- 10.0** **Role and responsibilities of the registrant**
- 10.1** The registrant must take reasonable steps to ensure safe practice by such measures as seeking assistance from other practitioners, cooperation in individual case review, periodic performance review with the supervisor and seeking remediation of identified problems.
- 10.2** The registrant must seek assistance if there are concerns in relation to the registrant's health, clinical performance or compliance with any conditions/undertakings.
- 10.3** The registrant must practise in accordance with the approved work arrangements.

11.0 Levels of Supervision

- 11.1** It is the responsibility of the Board to determine the level of supervisory requirements of the registrant and to approve the supervisory arrangements. It is also the role of the Board to make appropriate decisions on the basis of periodic reports.
- 11.2** There are four (4) levels of supervision approved by the Board as described below. Minimum assessment periods apply to each level of supervision which must be complied with before moving to the next level. Registrants on the PSDW Scheme **must** commence supervision at Level 1. Before a registrant may proceed to another level of supervised practice, the supervisor must complete a *Special Purpose — Supervised Practice Assessment Report* and forward it to the Board for approval.
- 11.3** The registrant's current level of supervision (e.g. Level 2) will be made available on the Office of Health Practitioners Registration Public Access Website as a condition of practice.
- 11.4** Ongoing and renewal of special purpose registration will be subject to the registrant's supervisor submitting satisfactory assessment reports to the Board.

11.5 LEVEL 1

- 11.5.1** The Board approved supervisor will organise some cases for specific treatment that cover the identified areas of clinical practice and must personally supervise the treatments performed by the registrant on these cases. It is anticipated that the screen would involve less than a day.

11.5.2 Clinical practice requirements

The registrant must demonstrate minimum competence of clinical practice in the following areas:

1.	Appropriate recognition of workplace health and safety measures
2.	Effective infection control procedures at all times
3.	Accurate examination of patients; accurate record keeping and effective treatment planning for patient care; and appropriate recognition of oral/dental implications of medical conditions and medications used by patients
4.	Safe and effective intra-oral radiography
5.	Effective intra-oral local anaesthesia for dental procedures
6.	Quality basic intra-coronal restorations
7.	Safe and effective exodontia procedures under local anaesthesia

11.5.3 Minimum assessment period

No minimum assessment period (may depend on the registrant's previous level of clinical experience).

11.5.4 Assessment and progression to next level

The special purpose registrant may proceed to Level 2 supervision on completion by the supervisor of a satisfactory *Special Purpose — Supervised Practice Assessment Report* to the Dental Board stating that the registrant has been assessed as competent and efficient in all minimum scope of clinical practice requirements. Progress to Level 2 can occur prior to Board approval being given.

11.6 LEVEL 2

11.6.1 With Level 2 supervision the supervisor shares responsibility for the individual patient with the special purpose registrant. Thus the supervisor should be in the workplace at all times. The supervised registrant is responsible for ensuring that practice is within the confines determined by the supervisor and that the supervisor is informed of the management of individual patients.

11.6.2 The work environment must be such that there is at least general oversight of the registrant's practice by other registered dental practitioners who can recognise if a threat to patient safety is emerging and give guidance or initiate appropriate action.

11.6.3 The Board accepts that on rare occasions there may be an exception to the requirement that another colleague be present at all times. For instance, where a registrant is required to work and the only other colleague who is rostered on is unable to work due to unexpected personal reasons such as illness. The Board does not expect the registrant to withhold treatment to patients. However the registrant must notify the **principal** supervisor as soon as possible of the circumstances which led to unsupervised practice and also of the services provided.

11.6.4 Clinical practice requirements

At this level the special purpose registrant should demonstrate to the supervisor they are either **Competent** or **Not Yet Competent** in a broader scope of general dental practice competencies including:

1.	Appropriate recognition of workplace health and safety measures
2.	Effective infection control procedures at all times
3.	Accurate examination of patients; accurate record keeping and effective treatment planning for patient care; and, appropriate recognition of oral/dental implications of medical conditions and medication used by patients.
4.	Safe and effective intra-oral radiography
5.	Effective intra-oral local anaesthesia for dental procedures
6.	Quality basic intra-coronal restorations
7.	Safe and effective exodontia procedures under local anaesthesia
8.	Removable full and partial prosthetics
9.	Large intra-coronal restorations

10.	Extra-coronal restorations
11.	Endodontic therapy
12.	Emergency/pain treatment
13.	Exodontia
14.	Management of periodontal disease at general practitioner level

11.6.5 Minimum assessment period

A minimum of **20** working days of clinical practice at Level 2 supervision is required before progression to Level 3 will be considered by the Board.

Note: If the registrant is unable to satisfy Level 2 requirements within **60** working days, the supervisor must complete a *Special Purpose — Supervised Practice Assessment Report* and forward it to the Board for review.

11.6.6 Assessment and progression to next level

The special purpose registrant may not proceed to Level 3 supervision until completion by the supervisor of a satisfactory *Special Purpose — Supervised Practice Assessment Report* to the Dental Board stating that the registrant has been assessed as competent and efficient in all minimum scope of clinical practice requirements.

11.6.7 The registrant cannot commence practice at Level 3 supervision until the Board notifies the supervisor and registrant of the approved change in supervisory level.**11.7 LEVEL 3**

11.7.1 With level 3 supervision the supervisor is responsible for ensuring that the practice of the registrant is in accordance with acceptable standards and that there are mechanisms in place to ensure that the registrant is practising at a safe standard. The registrant takes responsibility for individual patient care. The supervisor maintains an indirect responsibility for the patient through ensuring that appropriate safeguards are in place for monitoring performance and referral as required.

11.7.2 The registrant is permitted to work alone from time to time. The registrant can conduct residential care facility visits and periods of duty that include on-call and after hours. The registrant must have telephone access to a supervisor when practising alone.

11.7.3 Upon commencing a new position the supervisor and registrant must formulate an agreement in regard to the scope and limits of practice and should meet regularly to monitor practice performance including workload and any significant clinical issues. This agreement may alter over time as the supervisor is satisfied with the progress and performance of the registrant. Thus the extent of supervision will vary over time as the registrant becomes more confident.

11.7.4 Minimum assessment period

A minimum of **20** working days of clinical practice at Level 3 supervision is required before progression to Level 4 will be considered by the Board.

11.7.5 Assessment and progression to next level

The special purpose registrant may not proceed to Level 4 supervision until completion by the supervisor of a satisfactory *Special Purpose — Supervised Practice Assessment Report* to the Dental Board stating that the registrant has been assessed as competent and efficient in all minimum scope of clinical practice requirements. Selected patients should be seen by the supervisor for personal review of treatment provided and treatment outcomes. The supervisor should be satisfied that sufficient cases have been reviewed via random audit and that the scope of routine general dental practice as per Level 2 competencies has been undertaken.

11.7.6 The registrant cannot commence practice at Level 4 supervision until the Board notifies the supervisor and registrant of the approved change in supervisory level.**11.8 LEVEL 4**

11.8.1 With level 4 supervision the registrant takes full responsibility for individual patients. The role of the supervisor is to provide broad overview of the practice of the registrant (mentoring). The supervisors should put in place mechanisms whereby they may be consulted on an individual patient should the registrant require assistance. In addition the registrant and supervisor should put in place mechanisms whereby an overview of the registrant's practice may be conducted periodically.

11.8.2 This level of supervision may apply to physically remote supervision by telecommunication.

11.8.3 Assessment

Provided there are no professional standards concerns in clinical practice, the supervisor must submit *Special Purpose — Supervised Practice Assessment Report (Appendix 2)* to the Board two (2) times per year identified by the Board, including the report provided at time of annual renewal. The reports must state that the registrant has been assessed as competent and efficient in all minimum scope of clinical practice requirements, and the supervisor should confirm that sufficient cases have been reviewed via random audit and that the scope of routine general dental practice as per Level 2 competencies have been undertaken.

11.8.4 The registrant must maintain a level of competence and safety approved by the Board at all times.

12.0 Management of breaches of supervisory arrangements

12.1 Should it be identified that the supervisory arrangements have not been complied with then the Board reserves the right to take appropriate action.

13.0 Australian Dental Council examination

13.1 Candidates applying to the ADC for examination under the PSDW Scheme will be assessed by the ADC. A fee applies. Candidates will be advised, in writing, of the outcome. Candidates should allow 4 to 6 weeks for this assessment as applications are processed in order of receipt.

13.2 The Board will notify the ADC of all registrants practising under the PSDW Scheme category of special purpose registration. The Board will seek reports from the ADC regarding the registrant's progress towards completing the Final Examination.

Approving authority: Dental Board of Queensland
Approval date: 5 August 2008
Review date: August 2009



DBQ

APPENDIX 1:

LIST OF ACCREDITED DENTAL UNDERGRADUATE PROGRAMS WHOSE GRADUATES ARE ELIGIBLE TO PARTICIPATE IN THE PUBLIC SECTOR DENTAL WORKFORCE SCHEME

[Taken from **Australian Dental Council's** website: <http://www.dentalcouncil.net.au/publicsector.html> as at 7 November 2007. Please note this list may be amended by the ADC from time to time].

Canada

Dalhousie University
Laval University
McGill University
University of Alberta
University of British Columbia
University of Manitoba
University of Montreal
University of Saskatchewan
University of Toronto
University of Western Ontario

University of Liverpool
University of London
University of Manchester
University of Newcastle- Upon-Tyne
University of St Andrews
University of Sheffield
University of Wales

The Universities of Durham, Edinburgh and St Andrews no longer have undergraduate dental schools.

Hong Kong

University of Hong Kong

The University of Wales College of Medicine and Cardiff University merged in 2004 under the title Cardiff University.

Ireland

National University of Ireland
University of Dublin

United States

University of Alabama
A.T.Still University of Health Sciences, Arizona
Loma Linda University
University of California at Los Angeles
University of Southern California
University of California at San Francisco
University of the Pacific
University of Colorado
University of Connecticut
Howard University of Dentistry
Nova Southeastern University
University of Florida
Medical College of Georgia
University of Iowa
Southern Illinois University
University of Illinois at Chicago
Indiana University
University of Kentucky
University of Louisville
Louisiana State University
Boston University
Harvard University
Tufts University
University of Maryland Baltimore
University of Michigan
University of Detroit

Malaysia

National university of Malaysia
University of Malaya

Singapore

National University of Singapore

South Africa

Medical University of Southern Africa
(Medunsa)
University of Western Cape
University of Pretoria
University of Stellenbosch
University of Witwatersrand

United Kingdom

University of Belfast
University of Birmingham
University of Bristol
University of Dundee
University of Durham
University of Edinburgh
University of Glasgow
University of Leeds

University of Minnesota
University of Missouri-Kansas City
University of Mississippi
University of North Carolina
University of Nebraska
Creighton University
University of Medicine and Dentistry New
Jersey
University of Nevada, Las Vegas
State University of New York at Buffalo
Columbia University
New York University
State University of New York at Stony Brook
Case Western Reserve University
Ohio State University
University of Oklahoma
Oregon Health and Science University

Temple University
University of Pennsylvania
University of Pittsburgh
University of Puerto Rico
Medical University of South Carolina
University of Tennessee
Meharry Medical College School of Dentistry
Baylor College of Dentistry Component of
Texas
University of Texas Health Science – Houston
University of Texas Health Science – San
Antonio
Virginia Commonwealth University
University of Washington
Marquette University
West Virginia University



DBOQ