



# SDTA Re-Entry Mentorship Program (RMP)

## Mentor Package

### **Our Mission Statement**

*“The Saskatchewan Dental Therapists Association is dedicated to improving and promoting oral health excellence for all, respecting diversity and individuality. We are committed to protecting the public by ensuring the quality and competency of our members”*

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## **SDTA Re-Entry Mentor Package**

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# **1. Introduction to Re-Entry Mentorship Program**

## **a. Purpose**

The purpose of the Re-Entry Mentorship Program (RMP) is to enable those applicants who do not meet the requirements of registration as defined in the Saskatchewan Dental Therapists Association Regulatory Bylaw II Section 1- 1d, the opportunity to acquire licensure with the SDTA.

The applicant must have successfully completed an educational program in dental therapy recognized by Council. The applicant must prove to the satisfaction of Council they have practised as a dental therapist for a minimum of three years. Applications that do not meet all criteria will be assessed on an individual basis.

The applicants must secure their own employer and mentor in order to be accepted into the RMP program. The place of employment must be located in Saskatchewan.

The Council will review each application and customize a RMP on a case-by-case basis.

## **b. SDTA Registration Bylaws**

### Section 1 - Requirements for Registration

- 1) A person may be registered as a member of the association by completing the prescribed application form and:
  - a) providing evidence to the satisfaction of Council that the applicant has successfully completed an educational program in dental therapy recognized by Council;
  - b) payment of the prescribed fees;
  - c) be of good character;
  - d) apply for registration:
    - i) within three (3) years of graduation; or
    - ii) have legally provided dental therapy services for at least 60 days in the last 5 year period;
- 2) Council may prescribe examinations and/or an evaluation process for registration where the evidence provided is not adequate to the satisfaction of Council to determine the eligibility of applicants for registration.
- 3) An applicant for registration who does not meet the currency of practice requirements in paragraph 1 d) may be granted registration upon proof that the applicant has successfully completed a reentry program approved by the Council.
- 4) The Council may grant a restricted licence to a person that meets the requirements of paragraphs 1 a) to c) and has been approved by the Council to participate in a reentry program approved by the Council.

Such restricted licence may be subject to such conditions and restrictions as Council specifies in the licence, including a restriction on the length of time for which such licence is valid.

This process has been developed by SDTA Council and has been approved by SDTA Council.

### **c. Conditions**

In order to provide consistency with the SDTA RMP, Council has approved the following conditions. The applicant must:

- a. comply with the Dental Disciplines Act 1997, the Saskatchewan Dental Therapists Association Bylaws and the Saskatchewan Dental Therapists Association's Scope of Professional Practice/Competencies;
- b. pay the prescribed administration fee for the program;
- c. pay the required registration, membership and re-instatement fee (where applicable) to be issued a restricted licence while enrolled in the program;
- d. be employed by a dentist or practise under a contract with an employer that employs or has established a formal referral or consultation process with a dentist;
- e. be directly supervised by a mentor (dental therapist and/or dentist) approved by Council;
- f. complete the required 400 supervised clinical hours within a 6 month parameter. An extension may be considered under extenuating circumstances;
- g. complete the clinical competency skills, prescribed by Council, to the satisfaction of the mentor;
- h. complete continuing education requirements prescribed by Council;
- i. complete any other provisions that Council feels necessary to determine that the applicant meets all requirements to be registered as a Saskatchewan Dental Therapist.

The applicant's restricted licence will be subject to terms and conditions pursuant to the SDTA regulatory bylaws.

The applicant must comply with all conditions of the program in order to successfully complete the program.

Upon successful completion of the program the applicant may apply for a full licence with SDTA. The Registrar's decision whether the applicant has met the requirements for a full licence is final, subject only to the applicant's right to seek a review of the Registrar's decision pursuant to *The Dental Disciplines Act*

If the applicant fails to successfully complete the RMP or ceases to meet the conditions described above, the Registrar will revoke the applicant's registration and restricted licence.

Unsuccessful applicants will not be allowed to re-apply for the program. Under extenuating circumstances, the unsuccessful applicant may appeal to Council to re-apply for the program.

## **d. Definitions**

### **Mentor**

The Mentor may be either a dental therapist licensed with the Saskatchewan Dental Therapists Association and/or a dentist licensed by the College of Dental Surgeons of Saskatchewan. The mentor must be willing to follow the process laid out by the RMP. The mentor will observe and judge the competency of the applicant.

### **Consulting Dentist**

The consulting dentist will be a dentist licensed by the College of Dental Surgeons of Saskatchewan and can act as the mentor, supervising dentist and/or employer.

### **Employer**

The employer can act as the mentor, supervising dentist and employer. The employer can also be an organization or health authority.

### **Direct Supervision**

Direct Supervision is considered the continual monitoring of the performance of the applicant. Thusly the mentor will always be readily accessible on site in case of difficulty or needed intervention. The mentor will observe and judge the competency of the applicant.

### **Restricted Licence**

A Restricted Licence will be granted to a dental therapist enrolled in the RMP. A restricted licence to practise will specify the purpose, conditions and the period of time that the restricted licence will be in effect for. A restricted licence will be issued according to the SDTA Regulatory Bylaws Section 4-3 Restricted Licence - may be granted to members a) who have not completed to the satisfaction of Council all the requirements for a full licence.

### **Council**

Refers to the Saskatchewan Dental Therapists Association Council.

## **2. Mentor Guidelines and Expectations**

### **Expectations**

Mentoring is a long term relationship where the focus is on supporting the growth and development of the applicant. The mentor is a source of knowledge, teaching, and support. It is the role of the mentor to observe and provide support to the applicant to ensure the applicant will be able to enter the profession of dental therapy with confidence.

It is expected that the mentor knows the scope of practice of dental therapy and will only allow the applicant to practise within that scope. The mentor will always be on-site and readily available when the applicant is present in clinic. The mentor is expected to assist the applicant through any procedures or situations that arise and be of challenge to the applicant.

In the event a disagreeable circumstance that cannot be resolved does arise, Council recommends you contact the SDTA immediately.

### **Clinic Guidelines, Infection Control and Materials**

The mentor is responsible for making the applicant aware of the clinic guidelines in regards to every day operations. This includes administration, clinical charting, equipment maintenance and other expectations.

The mentor should be familiar with the *Infection Prevention and Control Standards in the Oral Health Care Facility* handbook in Saskatchewan. Each individual dental clinic in Saskatchewan is required to have their own Infection Control Protocol based on the handbook. The applicant must familiarize themselves with their clinic protocol.

With the vast array of dental materials on the market, it is essential that the mentor review all material used in the clinic with the applicant. Copies of the material information sheets (MSDS) are valuable to provide applicant.

### **Contract**

As like any employee, the mentor must ensure the applicant has entered into a contract with the mentor/employer that is agreed on by both parties. The SDTA does not provide a contract for employment during the re-entry mentorship period. If assistance is needed in this area the SDTA is able to provide guidelines for a contract.

### 3. Mentor Agreement

The Saskatchewan Dental Therapists Association takes the registration and re-entry of dental therapists seriously. The mandated duty and objective of the SDTA is to protect the public by ensuring the quality and competency of our members.

As a part of that mandate, when former dental therapists return to practice after being away from the practice for a substantial length of time, it is the duty of the SDTA to ensure the members' knowledge, skill, proficiency and competency is adequate to re-enter the practice of dental therapy. As the mentor you must be a registered member in good, current standing with either the Saskatchewan Dental Therapists Association or the College of Dental Surgeons of Saskatchewan. A copy of your current licence is to be forwarded to Cindy G. Reed Executive Director of the SDTA.

In this regard, \_\_\_\_\_ has put forth your name to act as their mentor during their required supervised work placement for re-entry into the practice of dental therapy. It is imperative that as the mentor you are present in office at all times the member is practising in clinic throughout the duration of the mentorship term.

The SDTA appreciates your participation in this program. As the mentor we request that you will, to the best of your ability, assess and verify the applicant's working knowledge and competence in the following categories (outlined in Appendix A):

1. Diagnosis and Radiographs
2. Dental Hygiene and Preventative Measures
3. Restorative Dentistry
4. Oral Surgery
5. Other

Upon completion of the work cycle, the mentor agrees to provide a written report setting out an opinion of the applicant's working knowledge and competence relating to the above noted areas.

I \_\_\_\_\_ agree to be the employer for \_\_\_\_\_ during his/her mentorship term.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Witnessed: \_\_\_\_\_ Dated: \_\_\_\_\_

Mentor Name: \_\_\_\_\_

Mentor Position: \_\_\_\_\_

Licensing Body: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Consulting Supervising Dentist

Name: \_\_\_\_\_

Licensing Body: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I \_\_\_\_\_ agree to be the employer for \_\_\_\_\_ during his/her mentorship term.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Witnessed: \_\_\_\_\_ Dated: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Position: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I \_\_\_\_\_ agree to be the employer for \_\_\_\_\_ during his/her mentorship term.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Witnessed: \_\_\_\_\_ Dated: \_\_\_\_\_

## 4. Appendix A -Clinical Competency Skills

Below is list of the clinical competency skills the applicant must complete during the RMP. During the RMP it is the mentor and applicant's responsibility to attain satisfactory achievement in administration, infection control, professionalism, and treatment during patient treatment. Each competency must be completed by the applicant and checked by the mentor as a pass/fail system. During these 6 months the applicant is expected to display a consistent pattern of patient treatment within reasonable time frames.

1. Diagnosis and Radiographs
  - a. Competent on new technology (digital radiographs, panoramic radiographs, and any other radiograph technology used within office)
2. Dental Hygiene and Preventative Measures
  - a. Probing
  - b. Scaling
  - c. Polishing
  - d. Fluoride application
3. Restorative Dentistry –including cavity preparation, bases, liners, bonding system, filling, polishing and articulation. Performing all classes of fills is recommended.
  - a. Amalgam restorations
    - i. Posterior
  - b. Composite restorations
    - i. Anterior
    - ii. Posterior
  - c. ART technique
    - i. If applicable
  - d. Stainless steel crowns
  - e. Primary pulpotomies
4. Oral Surgery
  - a. Primary extractions
  - b. Permanent extractions (if included in prior training)
    - i. Suture placement
    - ii. Sectioning and removal of teeth
5. Other
  - a. Local anaesthesia
  - b. Rubber dam placement
  - c. Oral hygiene instruction
  - d. Space maintenance (if included in prior training)
  - e. Medical history

## **5. Progress Reporting**

Once the applicant has received their restricted licence, they are responsible to submit monthly reports of progress to the SDTA. These progress reports are crucial in monitoring the competence of the applicant to re-enter the profession of dental therapy.

The mentor is also responsible for submitting a Monthly Mentor Progress Report stand alone of the applicant's report. This report will include strengths, weaknesses, and ongoing monitoring of applicants clinical work. The monthly submission form is attached, please photocopy for extras.

The progress reports will include hours spent in clinic and procedures completed during these hours. Applicants need to spend a minimum of 400 hours in clinic under direct supervision of the mentor within 6 months. These progress reports will be documented on the provided form and signed by the mentor.

## Monthly Mentor Progress Report

Progress Report for Month of \_\_\_\_\_

Mentor \_\_\_\_\_

Applicant \_\_\_\_\_

Consulting Dentist \_\_\_\_\_

In regard to the last month, please grade the applicants' performance in the following areas:

### 1. Professionalism

Yes No

- attends each day on time
- follows dental office protocols with proper clinic attire
- uses positive communication skills, i.e., listening and attending skills
- uses appropriate workplace conversation
- works well as team member
- follows instruction and asks for clarification when needed
- manages time and resources effectively
- communicates with patients in a professional manner

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 2. Clinical Experience-has the applicant had experience this month in the following areas

Yes No N/A

- diagnosis and radiographs
- dental hygiene and preventative measures
- restorative dentistry
- oral surgery
- dental anaesthesia
- infection control protocols
- charting

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **6. Mentor Written Assessment**

As mentioned in the “Mentor Agreement”, upon completion of the 400 hours of clinic time the mentor is to submit a written evaluation of the applicants’ performance of clinical competencies. This will be submitted to the SDTA in written format and will assist in deciding if the applicant has successfully completed the program.

In the event that the applicant does not pass the RMP, Council still requests that the mentor provide a written assessment as to why the applicant was not successful.