



Provisional Regulated Member Supervised Employment Agreement

This agreement is made between a **Provisional Regulated Member** of the College of Alberta Denturists, and two **Regulated Members** in good standing with the College of Alberta Denturists, pursuant to the requirements of the Denturists Profession Regulation.

This agreement document is submitted to the Registrar for consideration for approval of the agreement between the parties, and is ineffective until approved by the Registrar.

Provisional Regulated Member Section

The Provisional Regulated Member agrees to the following:

1. To be responsible to his/her employer during the period of Supervised Employment.
2. To attend such courses as required or prescribed by the Registrar.
3. To supply to the Registrar in a timely manner and as required, information regarding his/her work, training, and supervision, as requested by the Registrar.
4. To notify the Registrar immediately, of any change in this agreement, termination of this agreement, or any other change of information herein.
5. To have discussed with the Regulated Members the requirements to fulfill your Supervised Employment, and the desired goals and outcomes that you are expecting of this agreement.
6. To have discussed with the Regulated Members the requirement of Direct Supervision.

Throughout the Supervised Employment, you should perform functions related to both complete and partial dentures. The following items should be considered as a minimum norm:

1. Consultation, examination, diagnosis, and formulation of various treatment plans for each patient case, including proper charting and documentation.
2. Intra-oral patient work applicable to the services to be rendered, (where applicable: diagnostic impressions, secondary impressions, occlusal registration with exposure in both tactical wax rims and intra-oral pin tracing, facebow transfer procedures, wax try-in, insertion of completed case, and post-insertion follow-up care).
3. Laboratory work for all services provided, (impression models, custom tray fabrication, registration device(s) fabrication, articulation of registration, facebow transfer mounting, setting of teeth in wax for try-in with various occlusion techniques, finish wax-up, processing of dentures, recovery, remount and selective mill-in procedures, trimming and polishing).

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4. Exposure to the clerical aspects of clinic ownership and practice management, including scheduling of patients, completion of forms, requirements of business licensure, fundamentals of book-keeping, and other related matters.
5. Exposure to the governing documents for the Profession; the Health Professions Act, the Denturist Regulation; the College of Alberta Denturists Code of Ethics, Standards of Practice, and By-Laws, and the need to abide by these documents.

It is recommended by the College of Alberta Denturists that if these minimum guidelines are not met for any reason, that you should discuss the deficiencies with your supervising Regulated Members and or the College of Alberta Denturists. **It is your responsibility to ensure that you obtain both laboratory and clinical experience in conjunction with the appropriate supervision.**

Supervising Regulated Members Section

The Regulated Members agree to the following:

1. To provide the Provisional Regulated Member with the required Direct Supervision in full-time employment (35 hours per week minimum) as required by the College of Alberta Denturists. Before entering into this agreement, the Regulated Member must discuss with the Provisional Regulated Member the amount of Direct Supervision that he/she will be receiving, and hence, the amount of direct patient work the Provisional Regulated Member will be receiving.
2. To assist the Provisional Regulated Member in developing proficiency in the Profession of Denturism.
3. To allow the Provisional Regulated Member to attend courses required or prescribed by the Registrar.
4. To expose the Provisional Regulated Member to aspects related to clinic ownership, clerical issues and practice management.
5. To convey to the Provisional Regulated Member the purpose of the *Health Professions Act*, the Denturist Regulation, and the College of Alberta Denturists Code of Ethics, Standards of Practice and By-Laws, and the need to abide by these documents.
6. To supply to the Registrar in a timely manner and as required, any requested information with respect to the Supervised Employment, including procedures and techniques taught, patient work provided, amount of supervision, or any other item requested by the Registrar.
7. To assist the Provisional Regulated Member in preparation for the theoretical and practical examinations that are required to fulfill the Supervised Employment requirements, as determined by the College of Alberta Denturists.
8. To supply to the Provisional Regulated Member, a complete and accurate record of the number of months of employment in the case of termination of this agreement.
9. To supply upon request to the Registrar, a complete and accurate record of the amount and type of practical experience the Provisional Regulated Member received while under the employ and/or supervision of the Regulated Members.
10. For the owner to pay the Provisional Regulated Member wages commensurate with his/her performance and experience.

Direct Supervision

The College of Alberta Denturists defines direct supervision as:

The Regulated Member must be on site at any and all times that a Provisional Regulated Denturist is providing services directly to a patient, no matter how minor or major the procedure may be.

Direct Supervision Certification

Proposed Provisional Regulated Member

I, _____, do hereby certify that I have read and understand the aforementioned matters described under the section entitled "**Provisional Regulated Member Section**", and the definition of "**Direct Supervision**".

Signature: _____ Date: _____

Witness Name (print)

Witness Signature

Regulated Members

I the primary Regulated Member, _____, do hereby certify that I have read and understand the aforementioned matters described under the section entitled "**Regulated Member Section**" and the definition of "**Direct Supervision**".

Signature: _____ Date: _____

Witness Name (print)

Witness Signature

I the secondary Regulated Member, _____, do hereby certify that I have read and understand the aforementioned matters described under the section entitled "**Regulated Member Section**" and the definition of "**Direct Supervision**".

Signature: _____ Date: _____

Witness Name (print)

Witness Signature

Before entering into your Supervised Employment Agreement, please read all relevant material to understand both the Provisional Regulated Member's and the Regulated Member's responsibilities.

Clinic and Employment Information

1. Main Clinic Name: _____
2. Main Clinic Address: _____
3. City: _____
4. Province: Alberta
5. Postal Code: _____
6. Main Clinic Phone Number: (____) _____
7. Main Clinic Owner(s) Name(s): _____
8. Primary Supervising Regulated Member: _____
9. Secondary Supervising Regulated Member: _____
10. Provisional Regulated Member Name: _____
11. Employment:
 Full-time (35 hours or more)
 Part-time: Less than 35 hours **SPECIFY:** _____ hours per week
12. Proposed Start Date of Employment: _____

Document Certification

SIGNED in the presence of a witness at _____, Alberta,
City or Town

on this _____ day of _____, 2014.
DD MM

Provisional Regulated Member Signature

Primary Supervising Regulated Member Signature

Witness Name (print)

Witness Signature

Approval of Supervised Employment Agreement

This Agreement between

_____ & _____ & _____
(Provisional Regulated Member) (Regulated Member) (Regulated Member)

is hereby approved by the College of Alberta Denturists.

Supervised Employment Effective Starting Date: _____

Signature: _____
Peter Portlock, Registrar

The College of Alberta Denturists reserves the Right to Terminate this Agreement for Cause

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