



MANAGEMENT SERVICES DIVISION

IIUM/202/4/1/1

28th February 2022

All Deans / Directors
Kulliyahs / Divisions / Centres / Institutes / Offices
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr.

Assalamualaikum wa rahmatullahi wa barakatuh

SERVICE CIRCULAR NO. 7/2022
MANAGEMENT SERVICES DIVISION

DENTAL SURGERY ASSISTANT (DSA) TRAINING PROGRAMME
FOR KULLIYAH OF DENTISTRY (KOD)

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices on the Dental Surgery Assistant (DSA) Training programme for Kulliyah of Dentistry (KOD).

2. BACKGROUND

2.1 Dental Surgery Assistant (DSA) is an important allied health personnel in dental setting especially in teaching institution. With the increasing number of patients and specialists in Kulliyah of Dentistry (KOD), the need for additional DSA recruitment is also getting more crucial. This is to ensure a smooth running and to maintain the quality of clinical services in KOD (students' polyclinic, postgraduate, outpatient and specialist clinics). KOD currently have 6 departments, 11 clinical speciality units (Periodontics, Prosthodontics, Orthodontics, Conservative Dentistry, Endodontics, Dental Public Health, Pediatrics Dentistry, Oral Medicine / Oral Pathology, Oral Surgery, Special Needs Dentistry, Oral Radiology), outpatient clinic, with one clinical postgraduate programme, all surviving with a total of only 14 DSAs. The need of DSA recruitment also greatly increased by the establishment of postgraduate programmes.

2.2 The Kulliyah has tried few times to hire qualified DSA. However, this approach is proven to be inefficient as the qualified DSA is difficult to get as majority of them are bound to KKM bond. Therefore, the kulliyah is taking an initiative to send fresh trainees to be trained at ILKKM Georgetown, Penang.



- 2.3 Recently, ILKKM agreed to allow five (5) trainees for January 2022 intake to be sent by IIUM. Upon completion of the training of two years, these five (5) trainees will be offered the post of DSA (Grade U19) in Kulliyah of Dentistry.
- 2.4 According to Skim Perkhidmatan Jawatan for Dental Surgery Assistant, candidate **MUST POSSESS** Sijil Pembantu Pembedahan Pergigian from a recognized training centre before they can be hired as DSA U19. Therefore, it is paramount for the KOD to send the trainees for training to get appropriate qualification prior to recruitment.

3. **DECISION**

- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2022 held on 4th January 2022 approved the Dental Surgery Assistant (DSA) Training Programme as well as the approved terms of agreement.
- 3.2 SSC has also agreed for the KOD to have its own in house training for the certification programme in the future.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices.

Thank you. Wassalam.

"Leading the Way"


FAZIDAH H.J. BAKHTIAR
Executive Director
Management Services Division

- c.c. : Rector
: Deputy Rector (Academic and Internationalisation)
: Deputy Rector (Responsible Research and Innovation)
: Deputy Rector (Student Development and Community Engagement)
: Executive Director (Finance Division)
: Executive Director (Development and Planning)
: Campus Director, IIUM Kuantan Campus
: Legal Advisor