

GANTT CHART

Action plan: To improve pre-clinical and clinical supervision in the dental laboratory (Makmal Besar Teknologi Pergigian) for the Diploma of Dental Technology and in the dental simulation laboratory (Teknik Pergigian Operatif (TPO)) and Bilik Rawatan (BR) for the Diploma of Dental Therapy.

	ACTION PLAN	STEP	ROLE/(S)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	OUTCOMES	Note
1.	To improve supervision and monitoring in pre-clinical areas (TPO and JT Lab)	TOT sessions by dental tutors (JT) to all dental officers and clinical instructors	Program coordinator (KP) Subject owner (dental tutors)													Enhancing and standardising the comprehension of all teaching staff regarding the supervision and assessment of students	
		To establish a laboratory/BR/TPO diary for the purpose of monitoring trainee activities.	Assistant Principal Director (Training Division)													for the purpose of monitoring students' activities and progress, as well as ensuring that all teaching staff are fully engaged.	
		To Develop a more organized and inclusive timetable to provide a fair allocation of responsibilities for dental officers between training and oral health care services.	Dr Natasya													For a fair allocation of responsibilities for dental officers between training and oral health care services.	

		Monitoring and evaluation	Assistant Principal Director /Deputy Director (Training Division)													To measure the effectiveness of the continual improvement actions taken	Until the end of the semester
2.	To improve supervision and monitoring in clinical areas (Bilik Rawatan)	To conduct discussion among the management team and teaching staff	Management team, dental tutors, dental officers, clinical instructors													Effective and efficient monitoring	
		To rearrange Clinical instructors' placement and distribution in the Bilik Rawatan (BR) based on working experience	Dental matron U40													Experienced teaching staff will ensure a clinical environment in a supervised and structured manner.	
		To create a memo reminder regarding communication techniques	Section tutor													The trainees will stay focused and be constantly aware.	
		TOT sessions by dental tutors (JP) to all dental officers	Program coordinator (KP) Subject owner													Enhancing and standardising the comprehension of all teaching staff regarding	

			(dental tutors)														the supervision and assessment of students	
		Monitoring and evaluation	Assistant Principal Director /Deputy Director (Training Division)														To measure the effectiveness of the continual improvement actions taken	Until the end of the semester