



# Practice Advisory: Supervision Stamp

*This practice advisory of the College of Dental Technologists of Ontario contains useful practice guidance and is intended to assist you in understanding the professional responsibilities of all RDTs with respect to the issuance and use of the College stamp.*

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## PURPOSE

The College's Standard of Practice for Laboratory Supervision sets out the expectation of its Members in regards to supervision and the use of the RDT stamp. With the advancement of technology, the College would like to issue guidance on the appropriate use of the College stamp and address the prohibited use of electronic stamping.

## OVERVIEW AND RESPONSIBILITIES

The College must ensure that any completed dental device meets the highest of quality standards and conforms to the specifications of the prescription or work order. The College requires that every invoice or other authorization documents<sup>1</sup> for the release of any dental devices be physically stamped by the dental technologist taking responsibility for the case. The stamp displays the RDT's name, registration number, and expiration date.

Dentists and other regulatory healthcare professionals recognize the College issued stamp as a certification that the case was designed, constructed, repaired, or altered under the personal supervision of an RDT. The stamp also certifies that the completed work order accurately reflects the processes, materials, and charges appropriate for the prescription. In essence, proper use of the stamp represents the RDT's commitment to upholding the College's standards and requirements.

## USE OF THE STAMP

Only an RDT holding a General Certificate of Registration can authorize a laboratory to impress his/her College issued stamp, and each RDT will be responsible for ensuring that his/her stamp is not used by any laboratory without his/her authority. It is important to note that in either case, the RDT-in-charge will be held completely responsible for the case which is released on the authority of his/her stamp.

With the advancement of technology, the modern-day laboratory has adapted to new and emerging technologies. For example, laboratories may use CAD CAM, 3D vector modelling, electronic record keeping and computers to generate invoices and other documents.

The duplication, replication, creation and electronic use of the College stamp is not permissible. The College stamp cannot be electronically replicated and affixed to electronic documents as a substitute to a physically applied stamp. The stamp must be physically applied to every invoice and other authorizing documents. It is acceptable to apply the stamp physically and then convert the stamped paper documents into a digital file.

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<sup>1</sup> Other authorization documents may include, but not limited to: design consultations, colour matching/custom staining, and "no charge" invoices for interim stages or repairs or alterations.



## Legislative Context

### Ontario Regulation 798/93 – Professional Misconduct

The following are acts of professional misconduct for the purposes of clause 51 (1) (c) of the Health Professions Procedural Code, as it pertains to laboratory supervision and the use of the College stamp:

2. Failing to maintain a standard of practice of the profession.
5. Using materials that are not fit for the purpose for which they are used, or that differ from those prescribed by the registered practitioner on whose order the work is being performed.
6. Knowingly subcontracting dental technological services in breach of section 32 (1) or (3) of the *Regulated Health Professions Act, 1991*.
14. Inappropriately using a term, title or designation in respect of the member's practice.
15. Using a name other than the member's name as set out in the register in the course of providing or offering to provide services within the scope of practice of dental technology.
21. Failing to keep records as required.
22. Falsifying a record relating to the member's practice.
24. Signing or issuing, in the member's professional capacity, a document that the member knows contains a false or misleading statement.
25. Submitting an account or charge for services that the member knows is false or misleading.
31. Contravening the Act, the *Regulated Health Professions Act, 1991* or the regulations under either of those Acts.
34. Engaging in conduct or performing an act, in the course of practising the profession that, having regard to all the circumstances, would reasonably be regarded by members as disgraceful, dishonourable or unprofessional. O. Reg. 798/93, s. 1; O. Reg. 603/98, s. 1.