

FAQS FOR DENTISTS RE HS48 PROCESS

Application for Inclusion in the NI Dental List / New DS Number

Q. Under what circumstances am I required to submit a HS48 application?

A. The table below sets out when and how a HS48 application form is to be completed and under what circumstances a new/additional DS number is required:

Practitioner circumstances:	HS48 form to be completed Yes/No	New DS Number Required Yes/No	Requirements re Attendance at Occupational Health and SPPG Dental Information Session (via Zoom)
1 st time on NI Dental List or re-joining after 2+ years off List	✓	✓	Attendance at Occupational Health and SPPG Zoom Information session required prior to submission of HS48 application. CPD accreditation applies.
Starting in an additional practice - within 2 years of a previous application for DS number	✓	✓	<ul style="list-style-type: none"> Re-attendance at OH not required except in circumstances outlined below ***. OH declaration (included in HS48) to be signed. Re-attendance at a SPPG Zoom Information Session not required however copy of certificate from previous attendance to be supplied with HS48.
Starting in an additional practice - outside of 2 years of previous HS48.	✓	✓	<ul style="list-style-type: none"> HS48 to be submitted. Re-attendance at OH not required except in circumstances outlined below ***. OH declaration (included in HS48) to be signed as alternative.
24 hour retirement	✓	✓	
Needing new DS number for other reason, e.g. change of practice owner	✓	✓	<ul style="list-style-type: none"> Review of New Starts Presentation (available on BSO website) prior to HS48 submission (signed New Start Self-Certificate to accompany HS48).
Where the practice is re-locating to a new address	✓	x	<ul style="list-style-type: none"> Non-verifiable CPD applies.

*****This is a one off screening service at the start of employment and once cleared, there is an onus on the individual healthcare worker to be aware of challenges to their health that may cause a public health risk and to inform Occupational Health if their status has changed, e.g. a sharps injury or high risk behaviour. If a practitioner has travelled to an endemic TB area (more than 4 weeks outside the EU, Australasia and North America) they should contact an Occupational Health department and ask to speak to an Occupational Health consultant or Head of Service for guidance on their return, as retesting may be necessary.**

Q. I've been on the Dental List for a number of years. Why do I need to complete a HS48, undergo Occupational Health Checks and attend/complete a SPPG Dental Information Session just to get a new number?

A. Effective clinical governance systems in dental services are essential as they enable the quality of the service to be measured and improved. The full and timely completion of the HS48 and supporting documentation provides ongoing assurance to the SPPG and to the general public about the dentist that is delivering the service.

In the case of a dentist applying for a dental list number for the first time, full completion of the HS48 together with an Occupational Health Check and attendance at the SPPG Zoom Information Session is a pre-requisite to a DS number being issued. The SPPG recognises however that this process is more difficult for practitioners already on the list who need a new/additional number, particularly in relation to maintaining continuity of care for existing patients. For this reason some flexibility is exercised and the applicant is asked to complete the HS48, noting that they are an existing practitioner, and declaring that they have reviewed the New Starts Presentation (<http://www.hscbusiness.hscni.net/services/2668.htm>). The Occupational Health department provide a one off screening service at the start of employment and once cleared, the onus is on the practitioner to be aware of any change in their health, as retesting may be necessary.

Q. I am unable to get a pre-employment Occupational Health appointment because of the COVID-19 pandemic. What can I do?

A. As an interim measure a recent Occupational Health clearance/certificate issued within the UK or RoI will be accepted alongside the self-declaration in the HS48 form. You should attend the appropriate Trust OH as soon as possible and forward the certificate to the SPPG. OH clearances/certificates from outside the UK or RoI will not be accepted and attendance at a Trust OH is required.

Q. What are the requirements in relation to the submission of a Foundation Dental Certificate* / Dental Foundation (DF) number?**

Everyone on the list needs a DF number.

1 If you are UK trained you may have a number and will have to produce that and a certificate or equivalent with your HS48 application form.

2 If you are coming from the EU or in other categories as stated in the HS48 and do not therefore have a DF number or certificate or equivalent, you will have to apply to the Postgraduate Dental Dean in NIMDTA using the HS48A. Before you submit a HS48A form to NIMDTA, please make your HS48 application to SPPG, albeit incomplete without your DF number. If eligible, the Postgraduate Dental Dean will award you a DF certificate and number which you can then forward to SPPG, who will process your complete HS48 application.

3 If you are not from the UK or from within the EU and are in category 2.3 in the HS48 application form, you will have to apply to the Postgraduate Dental Dean in NIMDTA for a DF number (by equivalence) by completing the appropriate section on the HS48A form. Before you submit a HS48A form to NIMDTA, please make your HS48 application to SPPG, albeit incomplete without

your DF number. The HS48 cannot be processed and a DS number cannot be provided until you can provide confirmation from the Postgraduate Dean of your DF equivalence. This may take some time.

4 Practitioners who have lost/misplaced their DF certificate should obtain a replacement certificate and/or letter confirming DF status and number from the Postgraduate Dental Dean at the Deanery where they undertook their foundation training and were awarded their certificate. You should submit this certificate and number with the HS48 application form.

It is not sufficient for the purposes of the HS48 application to provide only the DF number, certificates must be submitted.

* Previously known as a vocational training certificate: ** Previously known as a vocational training number

Q. Who can provide a reference for me?

One reference should be from the principal dentist at the address where the dentist most recently worked. The other is a character reference and need not be from a clinician but should have known you for at least one year.

There are many dentists now working for corporates. Whilst the practice manager may provide a character reference, we would also need a reference from a registered dentist.

If the referee is not working in the UK and registered with the GDC, they should provide details of the national regulator with which they are registered.

In the event of a practitioner who has owned their own practice for a long period of time and a previous employer is not available then another clinician who would be aware of their work could be substituted.

Q. What details are required to show that my indemnity is adequate?

You should provide a copy of your Indemnity Certificate from your indemnifier (not a payment schedule). This should confirm:

- Your name and GDC number
- The number of hours or sessions of cover - this should be sufficient for the number that you have indicated on the form that you will be working.
- That you are covered for working as a General Dental Practitioner.
- The period of cover. This must be current in order for the application to be processed.
- The certificate applies to Northern Ireland/UK
- The nature, scope and extent of practice, i.e. if you are a specialist in practice or work in 2 areas e.g. GDS and hospital this should be stated