

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 an HS48 application?

A. The table below sets out when and how an 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 HSCB Dental Information Session (via Zoom) |
|--|----------------------------------|-------------------------------|---|
| First time on NI Dental List Re-joining after 2+ years off List | ✓ | ✓ | Attendance at Occupational Health and HSCB Zoom Information session required prior to submission of HS48 application. CPD accreditation applies. |
| Starting in an additional practice requires an additional DS number - within 2 years of a previous application for DS number ----- - outside of 2 years | ✓ | ✓ | <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 HSCB Zoom Information Session not required however copy of certificate from previous attendance to be supplied with HS48. ----- See criteria below |
| Already on list but moving practice | ✓ | ✓ | <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. Review of New Starts Presentation (available on BSO website) prior to HS48 submission (signed New Start Self-Certificate to accompany HS48). Non-verifiable CPD applies. |
| 24-hour retirement | ✓ | ✓ | |
| Needing new DS number for other reason: <ul style="list-style-type: none"> change of practice owner EDI software change | ✓ | ✓ | |
| Where the practice is re-locating to a new address | ✓ | x | |

***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 re-testing may be necessary.

Q. I've been on the Dental List for a number of years. Why do I need to complete an HS48, undergo Occupational Health Checks and attend/complete a HSCB 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 HSCB 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 HSCB Zoom Information Session is a pre-requisite to a DS number being issued. The HSCB 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. 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 form and they will supply a certificate with a DF number. This needs to be done prior to getting a DS number (as with the occupational health check etc.). You will get a DF number, if eligible, from the Postgraduate Dental Dean when you complete the HS48A and you should submit this certificate and number with the HS48 application form.

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 need to apply to the Postgraduate Dental Dean in NIMDTA for a DF number (by

equivalence) by completing an HS48A form. 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 in NIMDTA. 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?

The clinical reference must be from the principal dentist, clinical lead dentist or most senior dentist in the applicant's current or most recent post (last three months). In the case of a practitioner who is selling a practice and staying on as an associate dentist in the same practice, then another senior dentist who would be aware of their work could be substituted.

The character reference should be from a person of good standing who has known the applicant for at least a year.

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

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, including Out-of-Hours sessions.
- 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 or in a hospital, this should be stated.