

Newly qualified
dental nurse?



Here's what you need to know...

info@sbdn.org.uk
sbdn.org.uk



Where will your qualification take you?



As a newly qualified dental nurse the world of dentistry lies open with opportunities for you to seize. Your qualification can take you many places, working with the young or the old, in hospitals or schools, in the community or private dentistry.

We at the SBDN are here to welcome, help and support you during this time and in this booklet you will find some of the key information you will need as you begin your career.

Our vision is to inspire and engage dental nurses at each and every stage of their career. We will consider the present and the future landscape of dentistry.

Our guiding philosophy is that we will support the development of a sustainable and effective workforce, which as a result will advance our profession through education and professional activity.



Index



Registering with the GDC

4

Continuing Professional Development

6

Standards for the dental team

14

Professional Indemnity

15

Post-registration Qualifications

16

Career development

17

Events & Campaigns

19

Support

20

Disclaimer

All information provided in this booklet is correct at time of publish but please do your own research and keep up-to-date with any changes the GDC may issue.

Registering with the GDC



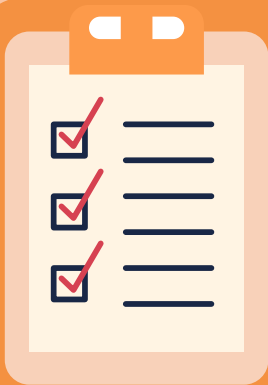
To practise as a dental care professional in the UK you are required to be registered with the General Dental Council.

It is illegal to practise dentistry until you have registered and been issued with a GDC registration number.

You can apply for registration online at:

www.gdc-uk.org/registration/join-the-register

From there, you will be asked to complete the 'route to registration' questionnaire.



You must provide a certified photocopy of one of the following as evidence of your identity:

- a valid passport
- a valid photocard driving licence
- a valid ID card issued by the armed forces, or
- a valid EEA ID card.

You must also provide certified copies of your qualifications and a character reference.

You can find more information about the registration process at www.gdc-uk.org/registration.

Important!

Every year you will need to make a payment to remain on the GDC register.

This is called the Annual Retention Fee (ARF).

The deadline for all dental care professionals to pay is 31 July each year, while the deadline for all dentists to pay is 31 December each year. You will receive a letter ahead of the deadline with information about how you can make the payment.

You can pay your ARF online at eGDC, by annual Direct Debit or by instalments Direct Debit.

You must pay your annual fee before your retention date or your registration will lapse and you will automatically be removed from the register.

**General
Dental
Council**

General Dental Council
37 Wimpole Street
London W1G 8DQ
Phone: 0207 167 6000
www.gdc-uk.org

Annual Renewal

WARNING



At SBDN, the main queries we receive from our members are those surrounding the Annual Renewal process.

Many dental nurses inadvertently find themselves in difficulty when the stringent procedures set out by the GDC for registrants is not followed to the letter and the process for getting back on the register once removed can be a costly one! Some dental nurses have found themselves removed from the register for not ticking all of the boxes, for not having suitable indemnity cover, for not renewing in time or for falling short of the minimum CPD requirements.

Follow these top tips to ensure your renewal goes smoothly every 5 years.



Don't leave it until the last minute! Give yourself plenty of time to allow for unforeseen circumstances which may risk taking you over the deadline. (See page 4)



Aim for over and above the minimum amount of CPD required so that you have a buffer if any of your CPD is found not to meet requirements. (See page 7)



Ensure you spread the number of hours you are completing over the 5 year cycle to meet the **'10 hours over 2 years'** requirement. You can have one 'zero-hour' year but you must declare '0' hours. (See page 8)



Ensure the CPD you undertake is relevant to your role and field of practice and that each of your completed activities links to at least one development outcome. (See page 9)



Make sure that your CPD is verifiable (See page 10) and ensure that the provider meets the GDC provider guidelines.



Keep both your CPD Log and PDP as up-to-date as possible throughout the year and reflect regularly. (See pages 11 & 12)



Take great care when completing the online renewal process, make sure all the boxes are ticked confirming indemnity and your details are correct.

CPD - What you need to know



What is CPD?

Continuing Professional Development (CPD) is a compulsory part of GDC registration.

Not meeting the minimum CPD requirements can result in your name being removed from the register. If this happens, you will not be able to work as a dental nurse. Your employer may either suspend your employment without pay or could even terminate your employment.

The Enhanced CPD, or eCPD, scheme was introduced by the GDC in 2018. It sets out CPD requirements for all registered dental professionals.

What do I need to do?

- Submit the total number of hours of CPD completed for each year as part of your annual renewal of registration, even if you have not completed any CPD during that year.

The GDC can carry out a sampling of your CPD records up to 5 years after your cycle is complete. So you must keep your record for at least 5 years after your cycle is complete.

When should I start completing CPD?

Your first CPD cycle starts at the beginning of your first full year of registration with the GDC.

CPD years are as follows:

- for dentist 1 January to 31 December
- for dental care professionals (all titles) 1 August to 31 July
- temporary registrants, as per your directions.

Further details can be found at the GDC website:
www.gdc-uk.org/education-cpd/cpd/enhanced-cpd-scheme-2018



CPD - What you need to know



How many verifiable CPD hours should I complete?

The minimum number of verifiable CPD hours you'll need to complete during your five-year cycle depends on your registered title:

- dentists need to do a minimum of 100 hours
- dental therapists, dental hygienists, orthodontic therapists and clinical dental technicians need to do 75 hours
- dental nurses and dental technicians need to do 50 hours
- temporary registrants (dentists) need to do 20 hours.

If you are registered with more than one title, you must do the minimum amount of CPD for the title that requires the higher number of hours.

You can login to your eGDC account at any time to find out how much CPD you need to complete during the year.

How do I keep track of the CPD I've completed?

Your eCPD should be recorded by:

- maintaining a personal development plan (see page 12)
- linking activities to at least one development outcome (see page 9)
- keeping a certificate to evidence verifiable CPD

How will SBDN support me?

The SBDN is here to support dental nurses. We have resources on our website to provide verifiable eCPD for our members via webinars, CPD videos and articles. We also present CPD topics at dental events and hold our own annual event for dental professionals. You need to decide how you are going to collect and store the evidence of your continuing professional development and keep it up to date in preparation for submission each year.

Visit: [**sbdn.org.uk/verifiable-cpd-videos/**](https://sbdn.org.uk/verifiable-cpd-videos/) and [**sbdn.org.uk/webinar-recordings/**](https://sbdn.org.uk/webinar-recordings/) for further information.





10 hours of CPD every two years

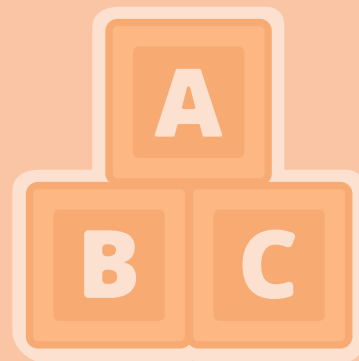


Do at least 10 hours of CPD every two years. The GDC also require dental professionals to spread their CPD across the five-year cycle. This can be achieved by completing a minimum of 10 hours of verifiable CPD across any two-years in a row, including when you end one cycle and start a new one.

See the table below to help visualise this!

Examples	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
 50 hours of CPD completed within the 5 year cycle and compliant with Enhanced CPD	10 hours CPD	0 hours CPD	20 hours CPD	15 hours CPD	5 hours CPD	6 hours CPD
 50 hours of CPD completed within the 5 year cycle but non-compliant with Enhanced CPD	35 hours CPD	4 hours CPD	5 hours CPD	1 hour CPD	5 hours CPD	4 hours CPD


CPD Development outcomes



The GDC say:

"Development outcomes help you to link your learning to the principles of professionalism and standards for the dental team. You will need to link each of your planned CPD activities to at least one development outcome.

CPD providers must also indicate which development outcomes have been satisfied in the evidence given to participants (e.g. CPD certificate)."



A	Effective communication with patients, the dental team and others across dentistry, including when obtaining consent, dealing with complaints, and raising concerns when patients are at risk.
B	Effective management of self and effective management of others or effective work with others in the dental team, in the interests of patients providing constructive leadership where appropriate.
C	Maintenance and development of your knowledge and skills within your field(s) of practice.
D	Maintenance of skills, behaviours and attitudes which maintain patient confidence in you and the dental professions and put patients' interests first.

Ensuring your CPD is verifiable



It's your responsibility to make sure that the CPD you do (and the provider of it) meets the requirements set by the GDC and that the evidence/certificate details those requirements.

"You need to obtain and retain evidence of the CPD you complete. This should be a certificate (or similar) from your CPD provider detailing the following:

- CPD subject, learning content, aims, and objectives
- participant's GDC registration number
- anticipated GDC development outcome(s) delivered by the activity
- date the CPD was done
- total number of CPD hours
- name of the person who participated in the CPD activity
- confirmation that the CPD has been quality assured, including the name of the person or body responsible
- confirmation the information is full and accurate."

See the GDC website for the 'Enhanced CPD Guidance' booklet and the 'mapping document' for use when the CPD provider's evidence does not meet criteria

The GDC say:

"CPD providers can give this evidence in printed or handwritten form, but we need to be satisfied that the certificate is accurate and authentic. We may ask you for additional information to confirm the CPD you have declared. If we're not satisfied, we may refuse to accept it (e.g. if not verifiable)."



Recording your CPD - Activity Log



You can make your own recording sheet or you can find and download this template on the GDC website.

Whichever way you choose to record and evidence your CPD, it must include all the information below.

Activity log

Name: _____ Registration number: _____ Cycle period: _____

Date	Hours completed	Evidence of verifiable CPD? (e.g. certificate)	Title, provider and content of CPD activity	Development outcome(s)	How did this activity benefit my daily work?
The date(s) which you undertook the CPD activity.	CPD hours as confirmed by the relevant certificate.	Please ensure you gain evidence for all verifiable activity that you are counting for your CPD record.	Title that the provider uses, name of provider, and what was covered in activity.	A, B, C, D	In reflecting on your CPD activity, you might like to think about the following: <ul style="list-style-type: none"> What did you learn (or confirm) from the activity that was helpful or relevant to your daily work and patients? Did you identify any changes/updates needed in your daily work, and if so, what? How did you make these changes? If you didn't identify changes needed, what did the activity confirm for you, that you may already know or be doing? What was the benefit to your work and/or your patients in carrying out this activity?

Insert more rows by right clicking in a row, click "insert" and "insert rows below"

The GDC say:

"We may carry out an audit at any time during your CPD cycle. If you're selected for an audit, you'll be asked to submit your CPD record for the completed part of current your cycle.

We may carry out an audit of your CPD record for up to five years after it is completed, so please ensure you retain it."

Recording your CPD - PDP

Personal development plan:

GDC template

General
Dental
Council



Enhanced
CPD guidance



You must also keep a Personal Development Plan alongside your CPD Activity Plan for each 5 year cycle. This can help you to

"plan your learning and design your own development while ensuring you're meeting the minimum CPD requirements."

Name:

Registration number:

My field of practice

My registrant title(s) and cycle period:	My work setting(s):	Any additional roles, qualifications or professional interests:	My patient population:
List each title you are registered under, your cycle period and total hours needed.	What is your place(s) of work and its environment? Different settings may require you to undertake certain roles and skills.	Do you have additional roles, qualifications, specialties or areas of focus/interest? Do any of these need continual learning or maintenance?	What are the oral health and management needs of patients in your care? Does this change across your work settings?

My personal development plan

What do I need to learn or maintain for this cycle?	How does this relate to my field of practice?	Which development outcome does it link to?	What benefit will this have to my work?	How will I meet this learning or maintenance need?	When will I complete the activity?
What skills or knowledge have you identified that need developing or maintaining? Are there any gaps that need addressing?	Why have you identified this, how does it relate to your daily job, patients or tasks?	A, B, C or D (see development outcomes table above)	How will CPD activity in this area help you to maintain or improve your daily work and/or care for patients?	What activities could you do to help meet your learning and maintenance needs?	What are your target dates for review and completion?

Insert more rows by right clicking in a row, click "insert" and "insert rows below"

Look up the PDP examples on the GDC website for guidance on how to utilise your PDP, depending on your title, role and the patients you see.

Example 1 - dental nurse

Field of practice

My registrant title(s) and cycle period, hours required:

My work setting(s):

Any additional roles, qualifications or professional interests:

My patient population:

Personal development plan

Learning or Maintenance need	How does this relate to my field of practice?	Which development outcome does it link to?	What benefit will this have to my work?	How will I meet this learning or maintenance need?	When will I complete the activity?
Build skills in computer handling	Support myself in practice to carry out efficient computer handling	C	Profile and make computer appointments both within the clinic and when in reception	Take digital training course, present and complete C2	Inducted (presented) to course in compliance (12 hours annually)
Build additional skill: digital impression taking	My employer has a new CAD-CAM machine which will require me to take digital impressions under the supervision of the other registrants	C	Perform tasks that is required for my daily role/duties		
Medical emergency/ have the support	As per the standards, our future guidelines for training on the Resuscitation Council's Resuscitation Council's	C	Must be able to assist in managing medical emergencies in every day practice	Will help to ensure that I'm keeping all patients with respect and dignity	
Maintain and build understanding of legal and practice	Continual requirement for all surgery staff to do regularly	D			

Example 2 - dental nurse

Field of practice

My registrant title(s) and cycle period, hours required:

My work setting(s):

Any additional roles, qualifications or professional interests:

My patient population:

Personal development plan

Learning or Maintenance need	How does this relate to my field of practice?	Which development outcome does it link to?	What benefit will this have to my work?	How will I meet this learning or maintenance need?	When will I complete the activity?
Maintain my skills and knowledge in radiography	I need radiographs regularly for patients as part of their treatment plan	C	Ensure that I am meeting patient safety standards for radiography, up to date with recommendations, and complying with HSE/RCR	Carry out CPD to maintain my knowledge and skills in radiography (12 hours of resources total)	Annually
Maintain my skills and knowledge in sedation	I need other dental professionals when patients are being treated under sedation	C	Ensure that I am meeting patient safety standards for sedation, in line with latest evidence and standards	Carry out recommended CPD for sedation (12 hours)	Throughout cycle
Build understanding of patients with dementia, including safeguarding, consent and oral health	I am conducting a new role in the geriatric ward, advice to refer and care for patients with dementia	A, B, C	I will be required to communicate my new role with sufficient skills and knowledge to provide tailored advice to clients and staff for their patients	Carry out recommended CPD for dementia (12 hours)	December 2018

Where to find CPD



There are lots of dentistry/dental nursing journals and newsletters you can subscribe to which offer CPD for readers



SBDN's website offers CPD videos, regular webinars and annual events for building on your skills, knowledge and CPD portfolio

Look out for dentistry events taking place near you and across the UK- they're great for networking and often have great speakers on a variety of dental areas



Standards for the dental team

9



Standards for the dental team is a document which "sets out the standards of conduct, performance and ethics that govern you as a dental professional." You can download printer-friendly versions of the booklet & poster on the GDC website

<https://standards.gdc-uk.org>

Standard 6.6.11
requires those who manage a team to display the following information in an area where it can be seen easily by patients:

- The fact that they are regulated by the GDC.
- The nine principles contained within 'Standards for the Dental Team'.

General Dental Council

As dental professionals, we must be registered with the General Dental Council and meet their standards. There are nine principles that we must follow:

- 1 Put patients' interests first
- 2 Communicate effectively with patients
- 3 Obtain valid consent
- 4 Maintain and protect patients' information
- 5 Have a clear and effective complaints procedure
- 6 Work with colleagues in a way that is in patients' best interests
- 7 Maintain, develop and work within our professional knowledge and skills
- 8 Raise concerns if patients are at risk
- 9 Make sure our personal behaviour maintains confidence in us and the dental profession

Find out more at www.gdc-uk.org

Indemnity



The General Dental Council says:

All dental professionals must, by law, have an indemnity arrangement or insurance policy in place. This is so that any patient who suffers harm can recover any money they might be entitled to through compensation, in the event of a successful claim.

When you register with the GDC, and when you renew your registration each year, you will be asked to:

- confirm that you have indemnity or insurance arrangements in place; or
- confirm that you will have indemnity or insurance arrangements in place by the time you start practising.

Standard 1.8 of Standards for the Dental Team states:

'You must have appropriate arrangements in place for patients to seek compensation if they suffer harm'

SBDN as an organisation is member-centric and made up of working dental nurses as well as other dental experts and we know only too well what is needed in an indemnity policy and so, we made the decision to provide our members with our own indemnity scheme.

In July 2022, we launched the new SBDN Indemnity Scheme – an insurance policy developed for Dental Nurses, in conjunction with dental nurses – listening to the voice of our members.

The SBDN acknowledges the GDC's position on professional indemnity and has worked in conjunction with AllMed Pro to create a purposeful indemnity policy which meets what we consider to be the needs of the dental nurse profession.

Legal Advice is also included by the indemnifier.

You do not need to be an SBDN member to join the indemnity scheme, however, members pay a reduced rate as well as receiving all our member benefits.

We would urge you to be sure you have the correct and appropriate indemnity policy for the dental activity you undertake in all of the locations you work.



See our
website
for further
details



SBDN Pro- Rata Indemnity Scheme

Sept £41.29	Oct £37.54	Nov £33.78
Dec £30.03	Jan £26.28	Feb £22.52
March £18.77	April £15.02	May £11.26
June £7.51	July £3.75	



www.sbdn.org.uk

Post-registration Qualifications

Further Qualifications:

Dental Implant Nursing
Dental Radiography
Dental Sedation Nursing
Oral Health Education
Orthodontic Dental Nursing
Special Care Dental Nursing

FdSc Foundation Degree

Certificate in Higher
Education

BSc Bachelors Degree



See www.nebdn.org/qualifications/post-registration-qualifications for more information about post-qualifications



Career Development

Dental Therapist

Dental Hygienist

Dental Technician

**Clinical Dental
Technician**

**Orthodontic
Therapist**

**Company
Representative**

**Out-of-hours
Dental Nurse**

Emergency Triage

**MOD & Prison
Dental Services**

**Community Dental
Services**

**Hospital & Max
Facs Dental Nurse**

**Armed Forces
Dental Nurse**

Specialist Nursing

**Research Dental
Nurse**

Senior Nurse

Practice Manager

**Dental Public
Health**

Dental Education

Examiner

**Education
Assessor**

**Internal or
external assessor**

**GDC Council
Roles**

**Tutor Dental
Nurse**

**Treatment
Co-ordinator**

IR(Me)R Officer

Where to look for Dental Nursing jobs

Online:

- NHS Jobs
- NHS Scotland Recruitment
- SBDN Jobs Board – Website
- GDC Vacancies – Website
- Job sites such as indeed.com

**Colleagues &
networking**

Journals such as:

Dentistry and Dental Nursing Journals
British Dental Journal
BDJ Team
Dental Nursing Magazine



TEAM
CONGRESS



British Dental Conference &
**Dentistry
Show**
Birmingham

In collaboration with

BDA
British Dental Association



**DENTAL
SHOWCASE**

Raising the standards of oral care



Scottish
**Dental
SHOW**

Events are a great way to
network, listen to great
speakers and gain CPD.
Plus, you can meet our
SBDN Team at many of
them!

SOUTH WEST
Dentistry
SHOW

NORTH OF
ENGLAND
Dentistry
SHOW

Dentistry
SCOTLAND
SHOW

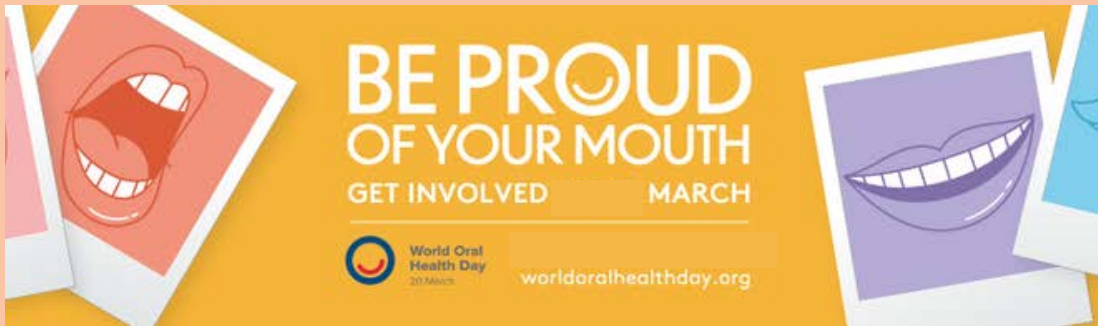
IRISH
Dentistry
SHOW

Events

Campaigns



There are lots of campaigns you can promote within your workplace.
See the individual websites for more info and resource downloads



Support for Dental Nurses



The Society of British Dental Nurses represents dental nurses and oral health professionals, promotes excellence in practice and shapes health policies.

We are proud to have members and representatives across the 4 nations and international members too.

5 core values are central to our work

1. Influencing policy and informing change.
2. Enhancing the capacity and ability of our membership.
3. Placing education, learning, experience, growth and development at the heart of the Society.
4. Recognising national and local priorities and our role within these areas.
5. Dedication to the education and support of dental nursing students.

SBDN Member benefits

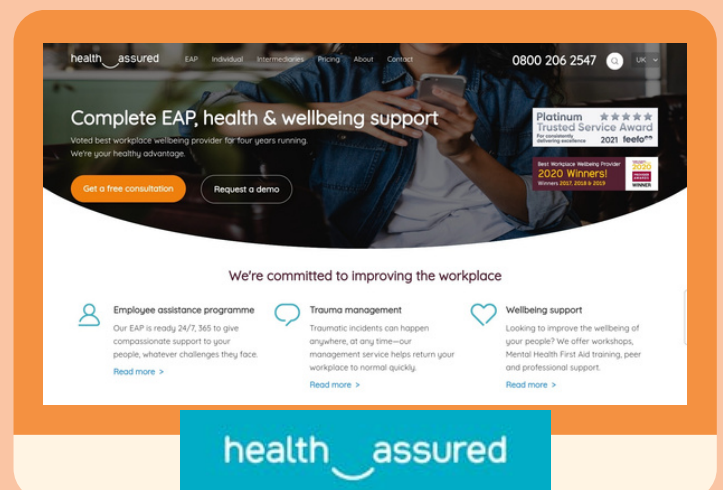


There are so many reasons to become a member of The Society of British Dental Nurses...



Putting dental nurses at the forefront

Plus the opportunity to be part of our special interest groups



Not a member yet?

Contact us on info@sbdn.org.uk or visit <https://sbdn.org.uk/join-us/> to get started!

Plus access to Health Assured

Society of British Dental Nurses
10 Prospect Place,
Welwyn,
Herts.
AL6 9EW

07437 481182
admin@bdns.org.uk
info@bdns.org.uk

info@sbdn.org.uk
sbdn.org.uk



**Society of British
Dental Nurses**



IFDAN

International Federation of
Dental Assistants & Dental Nurses

Collated by SBDN Executive Secretary Nicola Sherlock, RDN
with thanks to the General Dental Council as source of information and
graphics. www.gdc-uk.org

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