

## WEST HOUSE DENTAL PRACTICE

### Practice Training Policy

This practice is committed to employing the right people with the right skills for the duties they are required to perform. Where necessary we will provide or arrange training to ensure staff is competent and confident to carry out their work responsibilities.

This policy outlines the responsibility of the practice towards its employees and the training and supervision that will be provided, as well as the responsibilities of employees who are undertaking training.

Individual circumstances vary, however, and it is possible that not all training needs to be met by this policy. If you are unsure how this policy might work in your situation, please ask advice from the Practice Manager, Helen Graham.

The practice maintains records of all training undertaken by those who work here, including training provided by the practice, and ,or training taken independently. This helps us keep track of all the skills available within the practice and when updating training. Everyone working at the practice should also maintain their own personal training log.

All new recruits to the practice are required to complete the induction training program for the practice. The induction aims to equip all new recruits with an understanding of:

- The practice and the general day to day systems that are in place,
- Procedures specific to the role of the new employee,
- Health and safety requirements, including practice risk assessments,
- Confidentiality of patient information,
- Other practice policies.

Records of training will be maintained by Helen Graham.

Training is to improve or update knowledge and skills. Anyone participating in training must do so and make every effort to complete the training successfully.

When training is provided outside normal working hours, time- owing or overtime will be given.

In- house training is free of charge to employees.

Individuals may wish to participate in other training and can request that the practice pay in whole or part for this training. Each request will be considered on its own merits. If the training is not regarded by the practice as essential to the requirements of the employee's job it is under no obligation to contribute towards fees or allow time off to

attend a course. All requests for non-essential training will be considered on an individual basis.

Any fees paid by the practice may be recovered from the employee if they fail to complete the course, or the employment ends within 12 months of completing the training.

Those who are registered with the General Dental Council (GDC) are required to undertake continuing professional development (CPD). Compliance with GDC requirements is a personal responsibility: non-compliance may lead to suspension or removal from the GDC register.

The following is a summary of the GDC's enhanced CPD requirements:

- Dentists: from 1<sup>st</sup> January 2018, 100 hours of verifiable CPD every five years, the need to make a mandatory annual declaration of the CPD hours that have been done and that the requirements are met; and the requirement of a personal development plan.
- Hygienists & Therapists: from 1<sup>st</sup> August 2018, 75 hours of CPD every five years, The need to make a mandatory annual declaration of the CPD hours that have been done and that the requirements are met; and the requirement of a personal development plan
- Dental Nurses: from 1<sup>st</sup> August 2018, 50 hours of CPD every five years, The need to make a mandatory annual declaration of the CPD hours that have been done and that the requirements are met; and the requirement of a personal development plan

Recommended core subjects are:

- Medical emergencies. (at least 10 hours per cycle).
- Radiography and radiation protection (at least 5 hours).
- Disinfection and decontamination (at least 5 hours).

Registrants should also undertake CPD in

- Legal and ethical issues
- Complaints handling
- Oral Cancer: Early detection
- Safeguarding children and young people
- Safeguarding vulnerable adults

Registrants must submit an annual statement of their CPD to the GDC and are required to keep a personal development plan.

Annual Appraisals are held to review training is on track, and that assistance can be provided where necessary.

Reviewed 14/05/18

Next review date May 2019 or as necessary