

# Self-Assessment Form

## List of requirements for Practice and Educational Supervisor(s) 2025-2026 intake

ESSENTIAL REQUIREMENTS – All requirements must be met

Certification, registration, insurance & policies		Yes	No	NHSE Assessor's Comment	Yes	No
1	Applicant and all other clinicians (except Trainee nurse and admin staff) have current GDC annual practising certificates					
2	All DCPs have current GDC registration or are in recognised training schemes					
3	Applicant and all other clinicians have current defence organisation membership or professional indemnity insurance					
4	Applicant has been subject to an enhanced DBS check (previously known as CRB) which revealed nothing which should prevent the applicant from working with vulnerable adults and children.					
5	Employer's Liability / Public Liability Insurance certificate valid and on display					
6	CQC Certificate of registration for registered manager. Essential for partnerships, LLPs & corporate bodies, not required for sole traders.					
7	CQC Certificate of registration for diagnostic & screening services, surgical procedures and treatment of disease, disorder & injury					
8	CQC inspection – the practice has had a CQC inspection in the last 5 years					
9	Development plan for areas of CQC registration that are not fully compliant					
10	Certification of last training in CPR and medical emergencies for all staff employed/listed within last year					
11	Child protection and vulnerable adults level 2 training for all clinical staff within the last 3 years					
12	All clinicians exposing radiographs should have certification demonstrating attendance in a recognised IRMER course within the last 5 years					
13	Applicant can evidence annual infection control training for all clinical staff					
14	Applicant has full inclusion in relevant dental performers list					
15	Equal Opportunities / anti discrimination policies in place and up to date					
16	Data protection certificate in place (where applicable)					

# Self-Assessment Form

Certification, registration, insurance & policies contd...		Yes	No	NHSE Assessor's Comment	Yes	No
17	➤ 2023/2024 BSA End of Year Practice Statement ➤ 2023/2024 BSA End of Year Personal Statement					
18	Freedom of Information Act – publication scheme registered					
19	Autoclave maintenance / insurance in place					
20	Compressor maintenance / insurance in place					
21	Health & safety policy in place					
22	Infection control policy in place					
23	Radiology policy in place and RPA and RPS appointed					
24	Written plan for practice in case of force majeure (including how to manage the situation if one / all ESs included in the application should be incapacitated long term / permanently)					
Patient care / record keeping		Yes	No	NHSE Assessor's Comment	Yes	No
1	Fully computerised clinical records					
2	Complaints procedure in place and nominated officer appointed					
2	Evidence of NHS patients currently treated (BSA monitoring report/ Compass and Software)					
3	Appropriate recording of medical histories					
4	Evidence of significant events recorded and used for staff training					
5	Suitable arrangements in place for dental emergency patients					
Staff training & development		Yes	No	NHSE Assessor's Comment	Yes	No
1	Reference library (including recent material) or evidence of online researches					
2	Periodicals (evidence of regular subscriptions)					
3	Staff handbook (or equivalent)					
4	Staff appraisal system in place (examples shown)					
5	Evidence of regular team meetings (eg copy of minutes)					
6	Evidence of fire safety training					
7	Core CPD for DCPs monitored					
8	Regular peer review or audit (minutes available)					

# Self-Assessment Form

Health & Safety, COSHH, Infection Control		Yes	No	NHSE Assessor's Comment	Yes	No
1	Health and Safety Executive – current version poster on display, details completed					
2	Fire extinguishers available – evidence of regular servicing					
3	Accident book and RIDDOR report forms available					
4	First aid kit available, first aider appointed					
5	COSHH and risk assessments in place					
6	Portable and fixed electrical safety checks in place, qualified inspector					
7	Evidence of QA process in radiology					
8	Compliance with the core requirements of HTM 01-05 (infection control)					
9	Evidence of six-monthly audits of decontamination processes					
10	Magnifying light available for use in decontamination area					
11	Suitable clinical clothing and PPE to meet HTM 01-05 requirements					
12	Clinical waste is disposed of in accordance with recommendations plus transfer notes and contract seen					
13	Special waste is disposed of in accordance with recommendations plus transfer notes and contract seen					
14	Quality assurance policy in place and displayed					
15	AED available in practice, with evidence of appropriate staff training in use					
16	Appropriate disposal of single-use instruments, e.g. 3-in-1 tips					
17	Full emergency drug kit in place and checked regularly					
18	Secure storage of drugs and prescription pads					
19	Portable oxygen available and checked regularly					
20	Portable self-powered aspirator available					
21	Airways and ventilation devices available					
22	Gas cylinders – correct storage, correct maintenance / inspection					

# Self-Assessment Form

Health & safety, COSHH, infection control / contd....		Yes	No	NHSE Assessor's Comment	Yes	No
23	Mercury spillage kit present					
24	Complies with current requirements regarding waste separation					
25	Evidence of planned programme for renewal of equipment					
26	Practice is equipped for NiTi rotary endodontic treatment and evidence of use					
27	Evidence of beam-aiming devices and rectangular collimation for radiography					
28	Gas safety certificates					
29	Impervious floor covering in treatment areas					
30	Needle re-sheather or safety syringes					
Foundation Dentist (FD) facilities, support & ability to deliver curriculum		Yes	No	NHSE Assessor's Comment	Yes	No
1	FD's appointed nurse is GDC registered and qualified. The same nurse will be allocated for the first three months					
2	Evidence of sufficient patient numbers to allow FD to achieve a broad range of treatment experience					
3	Practice can demonstrate that the FD and Educational Supervisor surgeries are in close proximity					
4	FD has adequate private access to email, broadband internet & a suitable computer at the practice in working hours					
5	FD Surgery MIN 3 metre square & adequate space for patient, carer & at least 1 assessor					
6	FD Surgery suitable for both left and right-handed operators					
7	FD surgery to be available to FD for 35 hours per week (28 hours if week includes a study day)					
8	FD to work maximum of 4 hr session without planned break and no more than 8 hours in a working day					
9	Endodontic system (Rotary Endo), apex locater available including rubber dam					
10	Sufficient consumables, instruments and handpieces available to allow appropriate treatment					
11	FD to normally work in no more than 2 different surgeries					
12	X-ray facility in FD surgery (Non handheld)					
13	FD Surgery - Closed aspiration system with exhaust outside building					
14	FD Surgery - Amalgam separation installed					

# Self-Assessment Form

Foundation Dentist (FD) facilities, support & ability to deliver curriculum / Contd..		Yes	No	NHSE Assessor's Comment	Yes	No
15	FD Surgery - Encapsulated amalgam production					
16	FD Surgery - Ultrasonic scaler or equivalent					
17	FD Surgery - Composite curing lamp and light meter for testing					
18	Availability of sectional matrix bands					
19	Availability of Stainless Steel Crowns.					
20	Availability of clinical photographic equipment and demonstration of use					
21	Suitable equipment for performing minor oral surgery					

# Self-Assessment Form

Desirable Requirements		Yes	No	NHSE Assessor's Comment	Yes	No
1	Centralised sterile services in place					
2	Hygienist / Therapist in attendance at the practice					
3	Practice is equipped for digital radiography					
4	Practice has contract for provision of inhalational / intravenous sedation					
5	Practice has contract for provision of fixed orthodontic treatment					
6	Practice holds contract for domiciliary care					
7	Practice holds contract to provide elective minor oral surgery					
8	Practice nurses have achieved postgraduate certificates eg: radiology; DHE; sedation; implantology; smoking cessation; fluoride varnish					
9	Separate room for study with learning resources					
10	External quality recognition - Charter Mark / Investors in People / BDA Good Practice					
11	Evidence of learning from complaints (records with outcomes and actions)					

# Self-Assessment Form

## Declarations

I hereby declare that the information given in this application is true and correct to the best of my knowledge and belief in case any information given in this application proves to be false or incorrect.			
Practice Manager Name			
Practice Manager Signature		Date	
OR			
Practice Owner Name			
Practice Owner Signature		Date	
OR			
Practitioner/Educational Supervisor 1 Name			
Signature		Date	
OR			
Practitioner/Educational Supervisor 2 Name			
Signature		Date	
e-Signature/Digital ID: click on 'Signature' field, click on 'Configure new Digital ID' button, select 'Create a new Digital ID' and continue, select 'Save to File', enter your name, email address, and select 'GB-United Kingdom' from the drop-down menu and continue, apply and confirm your password, click 'Save' button, select your signature and continue, enter your password again, and click 'Sign', then 'Save' to file. Your e-Signature should appear in the signature field.			