

Dear All

We hope that you and your families are all well.

Following the recent advice from Welsh Government, we are writing to provide you with further guidance regarding your annual appraisal on the Dental Appraisal System (DAS).

CDS Annual Appraisal

The Deputy Chief Dental Officer has recently written to all dental staff and taken the view that all appraisal requirements should be suspended for dental teams until the 1st of October 2020. This suspension period will be kept under review by Welsh Government as we respond to the COVID outbreak.

DAS Service Desk

We have taken steps to enable our staff to work from home, where possible, until further notice. As a result, we will be providing an **email only** Service Desk provision to support all of our online systems, including DAS.

We are liaising with our HEIW IT Digital Team to turn off all appraisal notifications on DAS during the suspension period. If you receive any notifications in the interim, please disregard these while we undertake this work.

Next Steps

If you have an appraisal meeting date arranged on DAS from 1st April – 30th September, we would be grateful if you could contact heiw.das@wales.nhs.uk and we will cancel the appraisal meeting on your behalf.

Please note that cancelling the appraisal meeting date will *not* remove any appraisal information entries you may have added to DAS in preparation of your next appraisal. When the appraisal process resumes, these entries will remain on your account.

If any Appraisers have any appraisal summaries outstanding, we would be grateful if they could be completed and committed at your earliest convenience.

Given the exceptional circumstances we are facing we have taken steps to back-up all data from DAS on our secure server, this ensures that any information held on DAS is retrievable if necessary.

If anyone has any queries, please contact heiw.das@wales.nhs.uk and we will respond to you as soon as possible. We will keep you informed of any future developments.

Our best wishes to you all,

Dr David Thomas – Cyfarwyddwr Addysg Deintyddol Ol-raddedig/ *Director of Postgraduate Dental Education*

Dr Chris Price - *Pennaeth yr Uned Cymorth Aiddilysu / Head of Revalidation Support Unit*

Addysg a Gwella Iechyd Cymru (AaGIC) / Health Education and Improvement Wales (HEIW)