

BDA Good Practice self-assessment

This practice self-assessment will help you work your way through the BDA Good Practice requirements and prepare you to apply for membership.

Guidance, model policies and protocols are provided in the BDA practice management resource, BDA Expert; available with Expert Membership of the BDA.

In the 'Who' column, fill in the name of the person who will take responsibility for ensuring the requirement is met. In the 'When' column, indicate a date when you aim to have this requirement met by, or enter a future review date. Examples of evidence to show how you are meeting a requirement are indicated.

Patients

			Who	When	Completed
Communicating with patients					
1.1	Practice promotions are not misleading and meet with GDC guidance on ethical advertising. <i>Review all practice promotions and information including: leaflets, flyers, posters and the practice website to ensure compliance with GDC guidance on ethical advertising.</i>	Evidence • Practice promotional item/s • Notes of a practice meeting, showing discussion of ethical advertising			
1.2	Electronic communications from the practice meet with data protection requirements.	Evidence • Electronic communication with an 'unsubscribe' option for recipients			
1.3	Practice leaflets are available to patients and clearly explain practice features and services. <i>Review patient leaflets. Where NHS care is provided, ensure appropriate NHS information is available and make sure the practice leaflet is up to date with current requirements.</i>	Evidence • Practice leaflet/s			
Professional competence					
1.4	Clinicians keep up to date with recommended clinical standards and guidelines and meet regularly to discuss these with their peers.	Evidence • Notes of a clinicians' meeting, showing discussion of clinical guidelines • NICE/FGDP/SIGN guidance			
1.5	When antimicrobial prophylaxis is required, the recommendations of NICE are followed. <i>Check that the practice follows current recommendations.</i>	Evidence • Notes of a clinicians' meeting, showing discussion of NICE guidance			

**Download the full self-assessment here
(BDA log in required)**

The Practice Team

			Who	When	Completed
Recruiting the right people					
3.1	<p>The practice has procedures in place to avoid discrimination and ensure a consistent approach to recruiting new members of the practice team.</p> <p><i>Check practice procedures for consistency. Ensure that for each post a job description and person specification are developed to help with shortlisting and interviewing candidates.</i></p>	<p>Evidence</p> <ul style="list-style-type: none"> • Recruitment policy 			
3.2	<p>Before engaging any dentist or staff member, documentary evidence of all relevant qualifications is seen and references are taken up to establish that the individual is competent to undertake the duties required by the job.</p> <p><i>Review practice procedures for seeking references. Copies of references received or provided should be stored securely to maintain confidentiality.</i></p>	<p>Evidence</p> <ul style="list-style-type: none"> • Reference received or a reference given 			
3.3	<p>Before taking on a new member of the dental team, checks are made to ensure that the individual is entitled to work in the UK, is registered with the GDC (where appropriate) and has undergone relevant health screening and immunisation.</p> <p><i>Check practice procedures to ensure that these checks are carried out for every new member of the dental team to avoid unlawful discrimination in recruiting new team members.</i></p>	<p>Evidence</p> <ul style="list-style-type: none"> • GDC registration • Qualification certificates 			
3.4	<p>All clinical staff have an enhanced Disclosure and Barring Service (DBS) check (formerly CRB check) to ensure that individuals are not barred from working with children or vulnerable adults.</p> <p><i>Check that enhanced DBS checks are in place for all clinical members of the dental team. For non-clinical team members a risk assessment should be undertaken to ensure that they pose no risk to patient safety.</i></p>				

**Download the full self-assessment here
(BDA log in required)**

Business Management

Business Management			Who	When	Completed
Financial aspects					
5.1	Where appropriate, the practice owner has a consumer credit licence and is included on the anti-money-laundering register.	Evidence <ul style="list-style-type: none"> • Consumer credit licence 			
Insurance					
5.2	The practice owner checks the indemnity insurance for each clinician annually and keeps a copy of their certificate or notice of cover.	Evidence <ul style="list-style-type: none"> • Copy of indemnity documentation for each clinician 			

EXTRACT

[Download the full self-assessment here](#)
(BDA log in required)