

FREQUENTLY ASKED QUESTIONS

1 **Pre-registration self-assessment completion**

Some questions require only a 'yes' or 'no' response and in those cases no supporting information will be necessary. In most cases however it would be useful to demonstrate if answering 'yes' how the practice is actually meeting its commitments in the area being assessed.

If answering 'no' it is essential that some indication is given of the areas that are not compliant and an indication as to how these areas will be addressed.

2 **Information required in respect of persons seeking to carry on, manage or work at an establishment or agency**

RQIA only requires information to be sent in respect of the application for the registered person or registered manager. We do not require the information outlined in appendix six of the self-assessment to be produced for existing members of staff, however this information should be held for all new members of staff employed following registration and should be available for inspection by RQIA.

3 **Completion for application forms for registration**

It is not possible to complete the application form online, you can download the form and complete electronically, however a hard copy should be returned in respect of your application.

4 **Submission of references**

In respect of your application two references are required. RQIA acknowledges the difficulties in obtaining a reference when a dentist has been in a practice for a significant period of time and so has not had a previous employer. One reference should be dentally qualified, either a colleague in the Practice, a colleague in the area or colleagues from the BDA. Both referees may be dentally qualified but the second reference could be from a person of reasonable standing in the area such as the local General Practitioner, bank manager etc. References from associates in a practice are acceptable but not from DCPs.

5 **Submission of documentation for registration**

Original documentation is required, if you forward your original birth certificate, registration staff can verify the information and return to you immediately. You may also bring your application and your original birth certificate and a copy of your birth certificate to RQIA where the registration staff will verify them and return to you at the time. Documents cannot be verified during the pre-registration inspection.

6 **Payment by Direct Debit**

Payment of the registration fee by direct debit is not possible as legislation states that the fee must accompany the application

7 Appointment of a registered manager

If a dentist is a sole owner of a practice and is not an organisation such as a limited company and is in day-to-day running of the practice then there is no requirement to appoint a registered manager.

If a practice / sole dentist is an organisation such as a limited company or corporate body then they must appoint a registered manager.

8 Appointment of responsible person(s)

If a practice has a sole owner they nominate themselves as responsible person.

In the case of a partnership – all members of the partnership must apply as responsible persons.

In the case of an organisation or a corporate body – one individual can be nominated as responsible person.