

**To: All GDS Dental Practice Principals**

*Directorate of Integrated Care  
Northern Office  
County Hall  
182 Galgorm Road  
BALLYMENA  
BT42 1QB  
Tel: 028 9536 2845*

1 June 2022

Dear Colleague

## **DENTAL PRACTICE ANNUAL GOVERNANCE RETURNS 2021/22**

Effective clinical governance systems in dental services are essential as they enable the quality of the service to be measured and improved. Paragraphs 31F and 31G of Schedule 2 of the GDS Regulations (NI) 1993, require dentists to have in operation a practice-based Quality Assurance System and to provide the Board (now SPPG) with a written return each year.

In addition, the SPPG expects practices to have in place policies and procedures in relation to:

- Complaints
- Adverse Incidents
- Controlled Drugs
- MDS Documents & Safety Alerts
- Safety Notices
- GDC Standards for the Dental Team
- Training in Medical Emergencies
- IV Sedation
- COVID-19 Guidance
- Business Continuity Plans

As in previous years, the SPPG requires an assurance that your practice has the appropriate arrangements in place in respect of the above covering the 2021/22 financial year. To this end, I would be grateful if the practice principal or lead dentist would complete in full the enclosed proformas on behalf of the practice and return (including any nil returns) with the email heading "QA Return Practice No XXX, LCG area XXXX" to [GDS.Correspondence@hscni.net](mailto:GDS.Correspondence@hscni.net) by **30 June 2022**. Scanned copies are preferable however digital copies with digital signatures are acceptable. **Please note that photos of the forms are not acceptable due to the amount of space they take up in our mailbox.**

If the practice ownership has changed during the period covered by this return, please complete the sections relevant to your responsibility.

Please note that we will be required to follow up with you on any forms not returned by 30 June 2022 or if any are incomplete or contain inconsistent information. To prevent this, should you have any queries, please contact [GDS.Correspondence@hscni.net](mailto:GDS.Correspondence@hscni.net)

Yours sincerely

A handwritten signature in black ink that reads "Michael Donaldson". The signature is written in a cursive style with a circular flourish at the end.

Michael Donaldson  
Head of Dental Services  
Integrated Care