**Appendix C - Dental Staff**

OD and People print off and retain confirmation

of registration on 2nd working day of January

Registration/ licence renewed

Decision taken to review / terminate contract by Medical Director and OD and People

Member of staff prevented from working in a registered capacity.

Registration expired, dentist not on GDC website

Registration renewed

NO FURTHER ACTION

OD and People check professional body website **and telephone** GDC to confirm registration status of Dentist

On registration renewal date (2nd working day of January) and weekly thereafter until dentist appears on register \*

OD and People check directly with GDC by telephone on staff whose registration/licence is due to lapse

- 31st Dec (annually)

2 weeks prior to registration renewal date

(Week including 15 December)

Flag up to telephone GDC to check registration/licence on renewal date

(Second working day of January) \*

Registration/licence not yet renewed at that time (i.e. 2 weeks prior to 31 Dec)

**Email to Dentist reminding need for renewal**

**cc. Lead Clinician / Clinical Director / Med Workforce Manager / People Business Partner**

Ongoing review of website in liaison with Medical/Clinical Director

\* The GDC has stated the renewal can take up to 10 days before the dentist appears OR is taken off the GDC website.