

New to the GDC Register?

Here is what you
need to know



How do I set up my eGDC account?



Setting up your eGDC account is easy. Please visit egdc-uk.org and follow the instructions to create your account. All you need is your eGDC verification number, which you will find at the top of the enclosed letter. Please remember to include your email address, so you receive our monthly email updates.

Using eGDC is the quickest and easiest way to amend your details and complete your annual renewal. You can also use eGDC to view or print your certificate of registration, pay your Annual Retention Fee (ARF), set up a direct debit, or make your CPD statement.

Are there any restrictions on the name I use at work?



Yes, you must work under your full name, as it appears on the GDC Register. If you change your name, you must inform us as soon as possible.

How do I update my personal contact information?



It is important that you keep all of your contact details up-to-date. We will use your registered address for our correspondence with you. You can use any address you wish, but we must be able to contact you. Please also keep your email contact information current at all times, as this is how we will most regularly be in contact with you.

You can maintain or update your contact details using your eGDC account.

What does it mean to be a dental professional?



Public and patient expectations of dental professionals evolve over time and vary from one individual to the next. However, most people will know professional and unprofessional behaviour when they see it. To help you to understand what the public and patients expect, we have set out nine core principles of practice for registered dental professionals. You will find these in the booklet 'Standards for the Dental Team'.

Staying up-to-date with your clinical, technical and communication skills throughout your career is an essential part of being a dental professional. Therefore, the GDC has made continuing professional development (CPD) a requirement for your ongoing registration. When thinking about the type of CPD you should do, please remember that it should be linked to your own personal development needs and be relevant to your field of practice.

We regularly publish survey and research findings that will help you to stay abreast of changes in public and patient attitudes and expectations e.g. our public and patient survey results or our review of research on professionalism.

You will find these and other relevant research reports on our website at:

gdc-uk.org/about-us/what-we-do/research

What are the CPD requirements?



All dental professionals are required to complete CPD because of the important contribution it makes to patient safety and public confidence in the dental professions.

Our Enhanced CPD scheme sets out the requirements for dental professionals. The rules of the scheme are set out in legislation. Please be aware that non-compliance with CPD rules may put your GDC registration at risk. All dental professionals are required to complete a minimum number of CPD hours every five years and to provide an annual CPD declaration at annual renewal. At the end of a five-year cycle you will be asked to make an end of cycle CPD statement.

The dates that your CPD cycle will begin and end can be found in the letter in this pack. You will find extensive guidance on the Enhanced CPD scheme on our website, please visit gdc-uk.org/ecpd

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Do I need to have professional indemnity?



As a registered dental professional, you must have appropriate indemnity insurance arrangements in place before you start to practise in the UK. This protects patients and professionals when compensation is required.

Our 'Guidance on indemnity' outlines the types of cover we recognise and can be found on our website at:

gdc-uk.org/registration/your-registration/indemnity

Please remember that it is your responsibility to ensure that you are appropriately indemnified. If your indemnity is arranged by your employer, we strongly encourage you to check that it is appropriate for you and your field of practice.

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What do I need to do to complete my annual renewal?



All dentists must renew their GDC registration by 31 December and all dental care professionals (all other dental titles) by 31 July each year. This will ensure that you remain on a GDC register for the following year and are able to practise dentistry legally in the UK.

Annual renewal includes paying the ARF, making an annual or end of cycle CPD statement and an indemnity declaration. You can find out more about annual renewal by visiting our website at:

gdc-uk.org/registration/annual-renewal-and-fees

What are the Standards for the Dental Team?



The 'Standards for the Dental Team' set out our principles of ethical practice e.g. putting patients interests first. They also detail what the public and patients are expecting from the dental team, the standards expected of dental professionals, and guidance to help you meet these requirements. These standards apply to all registered dental professionals.

What is Scope of Practice Guidance?



Our 'Scope of Practice Guidance' details the skills and abilities of the dental team.

The scope of your practice will change throughout your career as you develop new skills. Therefore, our 'Scope of Practice Guidance' is not a definitive or prescriptive list of all the tasks or treatments a dental profession can undertake.

Instead, you are asked to use your professional judgement on the scope of your own practice, and to only carry out tasks or treatment that you have been trained to do, are competent to perform and are indemnified to complete.

You will find our 'Scope of Practice Guidance' on our website at: [gdc-uk.org/information-standards-guidance/standards-and-guidance/scope-of-practice](https://www.gdc-uk.org/information-standards-guidance/standards-and-guidance/scope-of-practice)

Is there any help or guidance on handling patient feedback and complaints?



The 'Complaint handling best practice' page on our website provides guidance and materials to help you manage patient feedback and complaints. The page includes the six principles for effective complaints and feedback handling. These have been developed by organisations working across dentistry.

How you handle patient complaints and feedback is important. When handled well, complaints can provide valuable insights into your practice and performance. Personal and team reflection on feedback can inform improvements in the quality of care you provide and help to inform personal development plans (PDPs) for the purposes of CPD.

You will find this information on our website at: [gdc-uk.org/information-standards-guidance/standards-and-guidance/complaint-handling](https://www.gdc-uk.org/information-standards-guidance/standards-and-guidance/complaint-handling)

What are the advantages of being a regulated professional?



Our primary purposes are to protect patients and to maintain public confidence in the dental professions. We do this by promoting professional standards and conduct by dental professionals and maintaining a register of dental professionals licensed to practise dentistry in the UK. This system of regulation is primarily funded by the Annual Retention Fee.

Being a registered professional provides you with some inherent advantages. It immediately demonstrates to the public and patients that you have clinical competence, knowledge and skills to practise dentistry safely and effectively in the UK and that your skills are up-to-date. In essence, it provides the intrinsic trust and confidence that goes hand-in-hand with being a regulated healthcare professional in the UK.

It also means that you can help to protect patients and support the regulatory system by contributing to our work. Many dental professionals work closely with us in roles that include education quality assurance, registration assessment panels, and fitness to practise hearings.

Find out more by visiting our website at:

gdc-uk.org/registration/your-registration/registration-why-its-important-and-the-advantages-for-you

Is the GDC part of government or the NHS?



The GDC is a public body established by statute. Our functions and duties are set out in legislation, including the Dentistry Act 1984. We are independent of central and devolved governments and operate across the UK. We are not part of the NHS, but we do work closely with all UK national health services.

How do I get in touch?



We all need a hand from time to time, and we will endeavour to help whenever we can.

However, you can help us by visiting our website for regular updates and to search for any information you might need. Please note, we are not able to provide legal or clinical advice.

To get in touch please visit the 'contact us' page on our website, call on 020 7167 7000 or email at **information@gdc-uk.org**

You can keep up to date with news from the GDC by following us on social media:

 facebook.com/GeneralDentalCouncil/

 twitter.com/GDC_UK

 linkedin.com/company/general-dental-council/