



## SCOTTISH EXECUTIVE

Health Department  
Directorate of Service Policy and Planning

Primary Care Division  
St Andrew's House  
Regent Road  
EDINBURGH  
EH1 3DG

Dear Colleague

### **GENERAL DENTAL SERVICES REVISED FORM GP216 – APPLICATION FOR APPROVAL OF A CLINICAL AUDIT PROJECT**

#### **Summary**

1. This letter reminds NHS Boards that it is a term of service requirement that dentists undertake 15 hours of clinical audit activities in a rolling 3 year period and advises of the introduction of a revised form GP216.

#### **Background**

2. Dentists terms of service were amended with effect from 1 April 2002 to make it a term of service requirement that all dentists (principals, assistants and vocational trainees) who provide general dental services take part in at least 15 hours of clinical audit activities during each 3 year period.

3. The first 3 year clinical audit period will end on 1 April 2005 and dentists who were on a NHS Board's list on 1 April 2002, or employed as an assistant or vocational trainees at that time, will require to have undertaken 15 hours of clinical audit activities by that date.

4. The requirement for dentists who joined a NHS Board's list after 1 April 2002 to undertake 15 hours of clinical audit will begin on the date that they joined the list, eg if a dentist joined a NHS Board's list on 20 May 2003 the he/she will require to undertake 15 hours of clinical audit between 20 May 2003 and 19 May 2006 and each 3 year period thereafter.

5. Practitioner Services will provide NHS Boards with information on the number of hours of clinical audit claimed by each dentist in their area in the period 1 April 2002 to 31 March 2005. This may not, however, provide a complete picture of the audit projects undertaken by a dentist as projects may be ongoing or may be completed but a claim for a clinical audit allowance either not submitted or not paid. Fuller information about audit projects in progress can be obtained from Audit Administrators

16<sup>th</sup> July 2004

#### **Addresses**

##### For action

Chief Executives, NHS Boards

Director,  
Practitioners Services

##### For information

Chief Executive,  
Common Services Agency

Chief Executive,  
NHS Education for Scotland

#### **Enquiries to:**

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at your local Postgraduate Centre. This information will allow Boards to determine whether those dentists who should have completed 15 hours of clinical audit in this period, ie those on the Board's dental list on 1 April 2002, have in fact done so and therefore met their terms of service requirement.

6. Projects for which a clinical audit allowance can be claimed require to be approved by a Regional Assessment Panel of NHS Education for Scotland. Form GP216 has been amended to make minor amendments but also to provide for an application to be made for approval of a joint audit project.

### **Action**

7. NHS Boards are asked to note the requirement for dentists to undertake 15 hours of clinical audit.

8. Supplies of the revised GP216 (project approval and certification) are being sent to NHS Boards under separate cover. Copies of the revised form should be sent to dentists on request.

9. Copies of the Memorandum to this letter are being sent under separate cover for **urgent** distribution to all dentists on NHS Board lists.

10. Practitioner Services are asked to send to NHS Boards information on the number of hours of clinical audit claimed by each dentist in their area between the period 1 April 2002 and 31 March 2005.

Yours sincerely

DR HAMISH WILSON  
Head of Primary Care Division

**DENTISTS  
NATIONAL HEALTH SERVICE  
GENERAL DENTAL SERVICES**

**CLINICAL AUDIT  
REVISED GP216 – APPLICATION FOR APPROVAL OF A CLINICAL AUDIT  
PROJECT**

1. This Memorandum again reminds dentists that it is a terms of service requirement that they undertake 15 hours of clinical audit activities in a rolling 3 year period and advises of the introduction of a revised form GP216.

**Clinical Audit**

2. The Memorandum to [NHS: 2003 PCA\(D\)11](#), issued on 7 August 2003, reminded dentists that it is a terms of service requirement that all dentists (principals, assistants and vocational trainees) who provide general dental services take part in at least 15 hours of clinical audit during each 3 year period.

3. This Memorandum reminds those dentists who were on a NHS Board's list on 1 April 2002, or employed as an assistant or vocational trainee at that time, that:

3.1 the first 3 year clinical audit period will end on 31 March 2005; and

3.2 they will require to have undertaken at least 15 hours of clinical audit between 1 April 2002 and 31 March 2005.

4. For those dentists who joined a NHS Board's list after 1 April 2002 the requirement to undertake 15 hours of clinical audit in each 3 year period will begin on the date that they joined the list, eg if a dentist joined a NHS Board's list on 20 May 2003 then he/she will require to undertake 15 hours of clinical audit between 20 May 2003 and 19 May 2006, between 20 May 2006 and 19 May 2009, etc.

**Form GP216**

5. Projects for which a clinical audit allowance can be claimed require to be approved by a Regional Assessment Panel of NHS Education for Scotland. Form GP216 (project approval and certification) should be completed initially and sent to the dentist's local Postgraduate Centre for approval by the Regional Audit Assessment Panel. This form should then be returned to the dentist's Regional Audit Assessment Panel on completion of the project for certification that the project has been completed satisfactorily.

6. Form GP216 has been amended to make a number of minor amendments but also to provide for an application to be made for approval of a joint audit project.

7. Where only one dentist is taking part in an audit project the dentist should complete Parts 1 to 4 of the revised GP216 and send it together with a completed Annex 2 the Regional

Assessment Panel. Where more than one dentist is taking part in an audit project one dentist should be identified to complete Parts 1 to 4 of the revised form GP216. The other dentists taking part in the project should complete Annex 1 – further copies of Annex 1 should be made by the dentists as required. A copy of Annex 2 should be made for each dentist taking part in the joint project. A completed GP216 together with completed Annexes 1 and 2 for each dentist taking part in a joint audit project should be sent to the Regional Assessment Panel for approval and then on completion of the project.

8. Copies of the revised form GP216 can be obtained from NHS Boards or local Postgraduate Centres.

9. Full details of the clinical audit allowance are contained in Determination XI of the Statement of Dental Remuneration.

10. Any enquiries arising from this Memorandum should be taken up with your NHS Board.

SCOTTISH EXECUTIVE HEALTH DEPARTMENT

July 2004