Primary Care Support England on behalf of NHS England carries out the administration of the Dental Performers List for the whole of England.

Prospective FDs will need to access the Performers List application form and guidance at [https://www.performer.england.nhs.uk/Documents](https://www.performer.england.nhs.uk/Documents)

Click on Performers List application form & notes

These should be read carefully and completed where relevant. The notes below are provided to help guide you through your application, but do not cover every eventuality, especially more complex cases.

When you know the name and practice address for your educational supervisor, Kent, Surrey and Sussex FDs should complete the application form online, print, sign in the places indicated, scan this as a pdf and email it to [kent-pca.pladmin@nhs.net](mailto:kent-pca.pladmin@nhs.net) as soon as possible.

When you have submitted the form, you will eventually receive guidance on how to make an appointment to meet in person with a staff member of Primary Care England.

The guidance with the NLP1 – National Performers List application form says:

**6.1 Meeting the applicant**

Applicants must make an appointment with the PCS office to submit their supporting documentation in person in respect of their application for inclusion in the dental performers list.

All applicants must take the following:

1. A completed application form (NLP1) that is not hand written will previously have been sent to Primary care support England, but you should have a copy with you when you attend the appointment.

2. An enhanced disclosure and barring certificate and the online checking details
Prospective FDs should apply for a Disclosure and Barring Service Enhanced Disclosure with List Checks as soon as possible. Please ensure that all name variations are included on the DBS application form. Details of how to do this can be accessed via www.performer.england.nhs.uk This website also has a link to the Disclosure and Barring Service website from the Performer list application form (page 2 of the form), this is https://www.gov.uk/disclosure-barring-service-check

You cannot apply as an individual and so you need to apply via an “Umbrella Body” – details of which can be accessed via the DBS site. Not all the Umbrella Bodies will do this for applications by dentists. (When you find an Umbrella Body that will process this for you and represents good value and service, please email the rest of your group).

FDs must also subscribe to the Disclosure and Barring Service (DBS) online update service at the time of application or within nineteen days of receipt of the Enhanced Disclosure certificate. Details of this are at www.gov.uk/dbs-update-service

3. An occupational health clearance certificate from an NHS occupational health provider or from a Safe Effective Quality Occupational Health Service (SEQOHS) accredited occupational health provider, or an occupational health provider working towards SEQOHS.

Occupational Health clearance must include clearance for exposure prone procedures. A body that has accreditation for, or is working towards, Safe Effective Quality Occupational Health Service (SEQOHS) must provide this. This OH clearance is not the same as verifying vaccination.

Please visit www.performer.england.nhs.uk Next enter “Documents”, then “Performers List Application form & Notes”

On this site you will be able to download:

SOP PL Occupational Health Clearance – please read this for information and the procedure for obtaining your occupational health clearance report.

You can use the following website to find your nearest occupational health dept.

http://www.nhshealthatwork.co.uk/find-providers.asp

You will need to check on the https://www.seqohs.org/ site to see if they are accredited.
The occupational health service needs to certify that you are fit to undertake the duties of a dentist and you must ensure your Occupational Health Report also has EPP (Exposure Prone Procedures) clearance, which must be provided by an OH assessment.

The cost of this is to be borne by you.

However, on the NPL1 form, it also says in SECTION 9: Occupational health clearance certificate that the only exception to the above occupational health requirement is “a Memorandum of Understanding for Occupational Health Clearance for UK Dental School graduates applying for entry onto NHS England’s National Performers List The clearance will cover the services the performer shall provide or could be reasonably expected to provide as a performer and will demonstrate their suitability for inclusion in NHS England’s performers list.”

This guidance was introduced last year. I had hoped we may hear more by now. When I enquired of our Local Manager for Kent, she said on 14/04/2016 – “Until we have received an update from NHS England regarding Memo of Understanding for Occupational Health then the applicant will either need to provide Occupational Health clearance certificate or evidence of appropriate clearance (signed letter from Dental Dean) that trainee has undergone appropriate checks.”

This route relies on whether your undergraduate dental dean is prepared to provide this, but any document needs to be clearly identifiable as being from your university i.e. headed paper or official University stamp. It would be easier if there was clearer guidance on this as to exactly what Universities should provide.

4. Current passport (original) or (where the applicant does not have a passport) an acceptable photo ID (original) as defined on the Disclosure and Barring Service website. There are also Visa requirements if you do not have an EU passport but have a Tier 4 visa. Iris Handy can help you with this.

5. Curriculum vitae.

6. If an applicant has lived abroad within the last 5 years a police check from that country must be provided. If this is not in English, then the applicant must pay for a translation by an official translator. The translation must be carried out in the UK.

7. Indemnity Insurance original certificate (e.g. Dental Protection or Dental Defence).

8. GDC Registration Certificate.
9. Certificate of Graduation (I have alerted the local NHS Performer List manager that this may prove difficult – guidance awaited).

10. Certificate of Child Protection training at level one – see Q 39a below.

Notes on completing the form

Firstly, handwritten forms will not be accepted, so enter all details via a word processor and save your application as a pdf.

Q1/2 Please ensure that the names you give on this form are the same as your degree certificate and your GDC registration details.

Q8 Residential address – please give a permanent address and not temporary or student accommodation. Bear in mind that the performers list application process may take 2 – 3 months to complete after you have your documents checked. It is important that you provide the necessary documentation required as soon as possible, as you must be included in the performers list by 30/11/2016. If you are not included by that date, you will not be able to continue to practise NHS dentistry from 01/12/2016. This could result in you not completing the required time in practice by the end of your DFT contract and thus a completion certificate not being issued. Also all funding for you and the practice would cease.

Q12 Email address. Again, unless you can permanently retain your university email address, please give a different one, which you will permanently retain on the application form.

Q15 tick Foundation dentist

Q17, 18, 19. 20 & 24 practice and trainer details

Q21 Level of Commitment – full-time

Q22 Date of Commencement for all HEKSS FDs will be 01/09/2016

Q23 Expected end date of trainee placement will be 31/08/2017

Q25 and 26 GDC registration.

Q27 is for medical graduates only as this question reflects that they are not fully registered immediately after qualification.

Q29 Indemnity – cannot be certified until you are registered.
Q32 Professional Experience – as a new graduate you will probably leave this blank.

Q37 Appraisal does not apply and in Q37a I suggest you insert – new graduate.

Q38 Compliance with GDC’s recommended core CPD. Suggest you enter for Q38 – Recent graduate from a GDC approved UK dental school.

Q38a – revalidation does not apply.

Q39a One of the requirements for entry to the Dental Performers List is Child Protection Level 2 Training. Prospective FDs do not need to organise this, as they are permitted to enter the performer list with level one and then complete level two during the DFT year. This level two training has been arranged as part of a DFT study day in September. However, as you will need to have a Child Protection level one certificate for the performers list document check, we suggest you do an online training course. There are many online but you must download a certificate of completion. Some we know of are:

1. [http://training.isopharm.co.uk/training/dental/online-training/safeguarding-children-and-vulnerable-adults-dental-practice-level-2](http://training.isopharm.co.uk/training/dental/online-training/safeguarding-children-and-vulnerable-adults-dental-practice-level-2) (free but may not be possible to access if you do not have a GDC number)
3. [http://www.highspeedtraining.co.uk/safeguarding/](http://www.highspeedtraining.co.uk/safeguarding/) (charge applies)
4. [http://www.safecic.co.uk/](http://www.safecic.co.uk/) (charge applies)

Q39b Adult Safeguarding/Mental Capacity Act. This is also mentioned on the dental performers list application form and we have agreed with NHS England that this will be covered during a study day, by the end of the academic year (i.e. by the end of July next year).

Q39c CPR/Medical Emergencies Training. We need to be able to reassure NHS England that this training has happened early in the training year. As such we have arranged for this to happen on a study day in September. We have also asked all trainers to arrange for you to have this training with the practice team during the DFT year.

Section 5 Clinical References – this should not prove any difficulty for applicants. Usually Dental School tutors are asked to do this. However if you dental school had clinical modules of less than three months then you need to enter the names etc. at section 5 but enter the reason why these are not three months at Section 6.

Section 7 Convictions, Proceedings, Investigations etc. If any of these cause you concern and you would like to speak in confidence to Stephen Lambert-Humble, the postgraduate dental dean or Huw Winstone the Associate Dean, then please contact Iris Handy who will arrange this. This section of the performers list application form must
be completed and signed before your application is submitted for approval onto the performers list.

Posting Documents If you have to subsequently post documents to Primary Care Support England, as they usually require originals, you are advised to always send these via special Delivery, and provide a pre-paid envelope if you would like them to be returned the same way, otherwise they will be returned by second class post.

15/04/2016

Huw Winstone
Associate Dean (Dental Foundation Training)