



Certificate of Basic Professional Capabilities - 2019

Instructions to applicants:

1. This certificate can only be signed by an educational supervisor or equivalent. For the purposes of this documentation this includes experienced General Dental Practitioners, Clinical Directors, Academic Professors and anyone on the dental specialist register, with a licence to practise at the time of completion of this certificate.
2. Clinicians are only eligible to sign this certificate if they have worked with you for a minimum continuous period of three months whole-time equivalent wholly within the 2 years prior to the advertised post start date for which you are applying.
3. It will remain valid for future recruitment rounds provided the entire post was undertaken within 2 years of the intended start date
4. You must be assessed as having achieved each and every professional capability listed on this certificate. If you cannot demonstrate that you have achieved all your professional capabilities in one post, you may submit additional evidence to the signatory who, if they agree that it demonstrates capability, may accept it in lieu of direct observation. If you cannot demonstrate each and every professional capability, you will not be eligible for year 1 Dental Core Training.
5. The certificate MUST be completed in detail, including details about the person completing it for you. Incomplete certificates may lead to your application being ineligible for that recruitment round. It is strongly recommended that you check the certificate after your signatory has completed it.
6. Please see the [DCT National Recruitment Office website](#) for further information on completion of this form.
7. You must then scan, upload and attach all the pages of the certificate (preferably as one single document) to your application form before submission.

Instructions to those completing and signing the certificate:

- a. The person who has asked you to fill in this certificate has applied for Dental Core Training in the United Kingdom at DCT1 level. In order to process their application, we need to know that they have demonstrated the professional capabilities listed in this certificate on pages 2-5
- b. Please note that you must only confirm that the applicant has met the 12 professional capabilities listed below if you KNOW the applicant is capable in these areas. You do not need to have actually witnessed them all within the last 2 years. The applicant needs to have worked with you for a minimum continuous period of three months whole time equivalent, and you need to have evidence that they have maintained any professional capabilities that you have not witnessed recently. This evidence might come from your own observations, or from a dentist working as a senior trainee (i.e. ST4 level or above) who you know has witnessed the applicant demonstrate that for each of the professional capabilities, the dentist's performance (knowledge, skills and behaviours) meets or exceeds the minimum expected level of performance.
- c. The Evidence of Basic Professional Capabilities guidance document lists professional capabilities which reflect generic aspects of professional and clinical dental practice. Each professional capability has an associated list of descriptors which are indicative examples related to it. These are not exhaustive lists and alternative examples should be considered when deciding whether an individual has met or exceeded the minimum level of performance in each of the 12 professional capabilities.
- d. Please tick one of the two boxes on the right-hand side for each of the listed 12 professional capabilities (not each example of how the capability can be demonstrated).



| | Personally witnessed | Unable to confirm |
|--|----------------------|-------------------|
| <p>Professional Capability</p> <p>1. Acts professionally; for example:</p> <p>Professional behaviour</p> <ul style="list-style-type: none"> • Acts in accordance with GDC guidance in all interactions • Acts as a role model for other healthcare workers • Complies with local and national requirements <p>Personal organisation</p> <ul style="list-style-type: none"> • Attends on time for all duties • Organises and prioritises workload as a matter of routine • Delegates or seeks assistance when required • Supervises and organises other team members to ensure timely delivery of care <p>Personal responsibility</p> <ul style="list-style-type: none"> • Takes personal responsibility for clinical decisions and justifies actions • Accepts responsibility for any personal errors and takes suitable action including seeking senior advice, apologising, making appropriate records and notifications | | |
| <p>2. Delivers patient centred care and maintains trust; for example</p> <p>Patient centred care</p> <ul style="list-style-type: none"> • Considers the patient as a whole • Works with patients and colleagues to develop individual treatment plans <p>Trust</p> <ul style="list-style-type: none"> • Acts with empathy, honesty and sensitivity in a non-confrontational manner • Discusses management options with patients and encourages them to make informed decisions <p>Consent</p> <ul style="list-style-type: none"> • Obtains and correctly documents consent • Obtains valid consent by giving each patient the information they want or need • Demonstrates understanding of the principle of involving the child in the decision-making process when they are able to understand and consider the options | | |
| <p>3. Behaves in accordance with ethical and legal requirements; e.g.</p> <p>Ethical and legal requirements</p> <ul style="list-style-type: none"> • Practises in accordance with the legislation and national and local guidelines • Demonstrates understanding of the risks of legal and disciplinary action <p>Confidentiality</p> <ul style="list-style-type: none"> • Describes, applies and ensures the principles of confidentiality for patients • Complies with information governance standards regarding personal information <p>Protection of vulnerable groups</p> <ul style="list-style-type: none"> • Understands the principles of safeguarding children and vulnerable adults | | |



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| <p>4. Keeps practice up to date through learning and teaching; for example</p> <p>Self-directed learning</p> <ul style="list-style-type: none"> • Demonstrates change and improvement in practice through reflection and feedback • Identifies and addresses personal learning needs | | |
| <p>5. Communicates clearly in a variety of settings; for example</p> <p>Communication with patients/relatives/carers</p> <ul style="list-style-type: none"> • Introduces themselves to patient/carer/relative stating name and role • Communicates clearly, politely, considerately, with understanding and empathy • Responds to patients' queries or concerns <p>Complaints</p> <ul style="list-style-type: none"> • Acts to prevent situations which might lead to complaint or dissatisfaction • Deals appropriately with angry/distressed/dissatisfied patients/carers <p>Patient records</p> <ul style="list-style-type: none"> • Maintains accurate, legible and contemporaneous patient records <p>Interface with other healthcare professionals</p> <ul style="list-style-type: none"> • Works effectively within the healthcare team for the benefit of patient care • Demonstrates ability to make appropriate referrals | | |
| <p>6. Works effectively as a team member; for example</p> <p>Continuity of care</p> <ul style="list-style-type: none"> • Anticipates and identifies problems <p>Interaction with colleagues</p> <ul style="list-style-type: none"> • Contributes to team meetings • Demonstrates initiative e.g. recognising pressures on others | | |
| <p>7. Demonstrates leadership skills; for example</p> <ul style="list-style-type: none"> • Demonstrates leadership during routine tasks • Supervises and supports other team members | | |
| <p>8. Recognises and initiates management in an emergency; for example</p> <p>Recognition of a medical emergency</p> <ul style="list-style-type: none"> • Responds promptly to deterioration in a patient's condition • Prioritises tasks according to clinical urgency • Recognises, manages and reports serious drug reactions e.g. anaphylaxis <p>Immediate management of the acutely unwell patient</p> <ul style="list-style-type: none"> • Provides supportive care • Appropriately summons for assistance | | |



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| <p>9. Assesses and manages patients with chronic conditions; for example</p> <p>Management of long-term conditions</p> <ul style="list-style-type: none"> • Recognises the importance of chronic illness on presentation to the dental surgery <p>The frail patient</p> <ul style="list-style-type: none"> • Formulates individual patient management plan based on frailty <i>and</i> clinical need <p>Management of periodontal disease:</p> <ul style="list-style-type: none"> • Evaluates the periodontal tissues and provide a differential diagnosis of the patient's periodontal condition. • Integrates periodontal findings into the patient's comprehensive treatment plan and understand how the periodontal status of the patient will impact upon his/her treatment plan. • Evaluates the results of periodontal treatment and establishes and monitors a suitable recall maintenance programme for patients. | | |
| <p>10. Obtains accurate history and formulates a management plan; for example</p> <ul style="list-style-type: none"> • Obtains and presents accurate and relevant patient history • Takes account of probabilities in ranking differential diagnoses | | |
| <p>11. Prescribes safely; for example</p> <p>Correct prescription</p> <ul style="list-style-type: none"> • Prescribes medicines correctly and accurately • Prescribes according to relevant guidance in antimicrobial therapy <p>Discussion of medication with patients</p> <ul style="list-style-type: none"> • Obtains an accurate drug history | | |
| <p>12. Recognises and works within limits of personal competence; e.g.</p> <ul style="list-style-type: none"> • Recognises and works within limits of competency • Calls for senior help and advice in a timely manner • Uses clinical guidelines and protocols and care pathways • Demonstrates evidence of reflection on practice | | |



DECLARATION

Applicant name:

- A) I confirm that I have reviewed and understand the Evidence of Basic Professional Capabilities document and the associated requirements.
- B) I confirm that the applicant named above has worked for me for a minimum of three months whole time equivalent within the last 2 years.
- C1) I can confirm that I have observed the applicant named above demonstrate all of the listed competences **OR**
- C2) where I have not personally observed them, I have received alternative evidence that I know to be reliable from a colleague working satisfactorily as a senior trainee (i.e.at ST4 or above) or associate dentist.

NB: *This form is invalid unless boxes A, B **and** either C1 **or** C2 above are checked.*

| About the person signing the certificate: | |
|--|--------|
| Your name: | |
| Professional status: | |
| Current post: | |
| I confirm that I have known and worked with the applicant for a minimum of 3 continuous months (whole time equivalent) | Yes/No |
| Address for correspondence: | |
| Email address: | |
| Your UK GDC Number: | |
| If you are not registered with the UK GDC please give: | |
| Name of your registering body: | |
| Your Registration Number: | |
| Web site address where this information can be verified: | www. |
| PRACTICE OR HOSPITAL OFFICIAL STAMP | |
| If not available, please attached a signed compliment slip and give practice / hospital name and website address | |