



Peninsula Dental Social Enterprise (PDSE)

**Treatment for PDSE staff by PDS Clinical
Academics, PDSE Dentists or Hygienists
and/or Dental or Dental Therapy Hygiene
Students Policy.**

Version 3.0

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Approved by: The Board

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Peninsula Dental School Policy

Dental treatment for staff, family and friends by PDS clinical academics and / or Dental / Dental Therapy Hygiene students

1. PDSE staff may request to be treated as a patient by placing their name onto the waiting list at the DEF at which they work or are associated.
2. When they reach the top of the waiting list they will be called for triage where they will be assessed and then placed onto another list according to their treatment need.
3. Once triaged they will wait until a planned appointment is available.
4. All appointments for staff must be agreed with the individual's line manager (or another manager if their line manager is absent) and must not affect the functioning of the DEF. Planned appointments may be cancelled if the DEF function would be affected by the staff member being absent.
5. PDSE Staff may not be used as an Exit Case due to numerous and lengthy appointments required.
6. Continuity with a particular student cannot be guaranteed and special arrangements for either the student or the staff member cannot be made in order to achieve this.
7. On completion of a course of treatment staff may apply to re-join the waiting list for further care.
8. PDSE Staff should attend appointments in their own clothing and act in a professional manner.
9. PDSE Staff who attend appointments during working times will be required to take annual leave or to repay the time lost. This must be discussed with their manager before attending the appointment. The managers' decision will be based on the number and length of appointments required and any particular circumstances using the PDSE Absence – Miscellaneous policy.
10. PDSE staff who work part-time should make appointments for their non-working days.
11. PDSE staff who do not wish to attend PDS for their dental care should make appointments at a time to cause least disruption to clinic. Routine appointments should be booked for non-working days or times of clinic closure. Emergency appointments should be approved by the individual's line manager (or another manager if their line manager is absent). Staff must follow the PDSE Absence – Miscellaneous policy regarding the payback of time. This must be discussed with their manager before attending the appointment

12. PDSE staff should not approach clinical academic staff directly to ask for care.
13. Family and Friends of PDSE can be treated within the DEF but will not be given any preferential treatment and must go through the full waiting list and triage procedure.
14. PU PSMD Staff and their families or friends can be treated within the DEF but will not be given any preferential treatment and must go through the full waiting list and triage procedure.