



irish dental association
Cumann Fiaclóirí na hÉireann

STARTING DENTISTRY IN IRELAND





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FOREWORD

Starting as a dentist in Ireland, whether as a local graduate or an experienced dentist from overseas, is an exciting but challenging time.

Many dentists approach us and say they don't feel prepared to begin, or that practising here is very different from elsewhere. The Irish Dental Association is proud to offer a home for dentists in Ireland and we pride ourselves on our warm welcome. Our aim is to offer you a home where we can help you with everything you need to practise successfully.

This booklet has been produced to offer you vital information that you will require as you start in dentistry. We intend that this will be a living publication to be updated on a regular basis.

I wish to thank particularly my colleague Roisín Farrelly who has done so much to bring this publication to fruition and all those colleagues who have helped with their suggestions and feedback.

We would encourage all dentists to join and become involved in the Association. The opportunity to meet and learn from colleagues and to avail of the many benefits of membership mean that it is vital for everyone starting in dentistry in Ireland.

We look forward to meeting you all very soon.



Yours sincerely,
Fintan Hourihan
CEO, Irish Dental Association



INTRODUCTION

This guide to starting dentistry in Ireland has been developed as a useful, go-to resource for IDA members who have recently graduated or who are newly arrived to Ireland.

Those starting their dentistry career in Ireland will need to familiarise themselves with a great deal of information beyond just the clinical, and this guide attempts to cover most of what you need to know. It is intended as a concise overview with directions as to where you can find further detailed information on a particular topic should you require it.

Topics such as the registration process, CVs and interviews, professional indemnity, tax affairs, the difference between being self-employed and being an employee, mentorship, third-party dental schemes, data protection, Dental Council guidelines, and continuous professional development (CPD) requirements are included.

This manual should be used in conjunction with the members' section of the IDA website – www.dentist.ie – where you can find a great deal of information on best practice and practice management issues. In addition, as an IDA member, you have access to friendly and knowledgeable staff in IDA House who can offer information and expert advice.

If you need any further assistance or guidance on the matters covered in the booklet, please contact the team in IDA House on 01-295 0072 or email info@irishdentalassoc.ie.



Yours sincerely,

Roisín Farrelly

Employment and Communications Officer



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DENTAL COUNCIL REGISTRATION



The dental profession in Ireland is regulated by the Dental Council of Ireland, a statutory body created under the Dentists Act 1985.

The aim of the Dental Council is to promote high standards of professional education and professional conduct among dentists.

All dentists who work in Ireland MUST be registered with the Dental Council. Only dentists registered with the Dental Council and listed on the Irish Register of Dentists can legally practise dentistry in Ireland.

The registration process can take up to three months from the time all documentation is submitted to the Dental Council. As you will not be able to begin working until your registration is completed, you should start the registration process as soon as you qualify/graduate, or in advance of travelling to Ireland to work as a dentist. You must renew your registration annually and pay an annual registration fee (currently €220).

For more information, go to the [Dental Council website](#) or email info@dentalcouncil.ie.



HOW TO REGISTER

Dentists who graduated from a university in Ireland

You must submit the following information to the Dental Council:

1. Complete application/registration form.
2. An original character reference/letter of good standing from the Head/Dean of your dental school.
3. A statement declaring if you are/have been registered with another regulatory body and an original letter of good standing from any regulatory body/competent authority that you are or have been registered with.
4. A photocopy of your degree in dentistry (Latin version).
5. A photocopy of your passport.
6. Registration fee (currently €220).

Dentists who qualified from a member state of the European Economic Area

The European Economic Area (EEA) includes all member states of the European Union, in addition to Norway, Iceland and Liechtenstein.

You must submit the following information to the Dental Council:

1. Complete application/registration form.
2. An original letter of good standing from any regulatory body/competent authority that you are currently, or have previously been, registered with, in any jurisdiction you have worked in as a dentist.
3. A statement declaring if you are/have been registered with another regulatory body.
4. A copy of your degree certificate with notarised translation (if the original is not in English).
5. A current certificate from the competent authority in the member state of origin confirming that your formal qualification as a dental practitioner is referred to in Annex V (5.3.2) of the Professional Qualifications Directive 2005/36/EU, and satisfies the minimum training conditions referred to in Article 34 of this Directive. This certificate should be translated into English and notarised. Both original and translation should be submitted.
6. A photocopy of your passport.
7. Registration fee (currently €220).



Dentists covered by the mutual recognition agreement with Canada.

This applies to dentists who are graduates after December 5, 2012.

You must submit the following information to the Dental Council:

1. Complete application/registration form.
2. An original letter of good standing from any regulatory body/competent authority that you are currently, or have previously been, registered with.
3. If you are a new graduate who has not registered with a registration board, you must submit a character reference signed by the Dean of your programme.
4. A statement declaring if you are/have been registered with another regulatory body.
5. A copy of your degree certificate.
6. A photocopy of your passport.
7. Registration fee (currently €220).

You can download copies of the registration form, regulatory statement and character reference form from the [Dental Council website](#). You can also pay the [registration fee online](#).

Applications should be posted to the Dental Council, 57 Merrion Square, Dublin

2. Email applications are not accepted.

Dentists with qualifications from other countries

Graduates from universities outside the EEA and Canada must sit and pass a Dental Council examination in order to be eligible for registration.

In the first instance, you should submit to the Dental Council a transcript of your training and qualifications for assessment. If you are deemed by the Council to have followed an acceptable course of study, and have indicated a competency to communicate in the English language, you will be permitted to present for the examination.

Applications for entry to the examination must be submitted between September and November each year. Only candidates who have submitted completed applications and paid the fee by the closing date will be considered for acceptance to sit the examination.



Applicants must submit:

- a fully-completed application form;
- a fee of €1,500 for first-time registrants or €750 for repeat candidates;
- two passport-sized photographs with the candidate's name and signature on the reverse;
- a certified copy of diploma/degrees, and a certified translated copy if not in English;
- a certified copy of academic transcripts, and a certified translated copy if not in English;
- evidence of having being engaged in the lawful practice of dentistry for a period of three consecutive years in the previous five years (with effect from September 2016, candidates who have graduated within the three years preceding their application to sit the examination must have being practising continuously since graduation);
- an original certificate of good standing (and a certified translated copy if not in English) from the registration board in the jurisdiction the applicant last practised dentistry;
- one of the following as evidence of proficiency in the English language (must be dated less than two years prior to the Dental Council application date):
 - i. IELTS (each component score): 7 or higher;
 - ii. TOFEL (paper based): 600 or higher;
 - iii. TOFEL (internet based or iBT): 100 or higher; or,
 - iv. TOFEL (computer based or CBT): 250 or higher; and,
- candidates should also provide proof if their dentistry degree was obtained through English as, in these circumstances, a language test may not be required.

There are two parts to the examination and a candidate must pass Part I (Applied Clinical Science) before they can proceed to Part II (Clinical Dentistry – Theory and Practice). The examination is designed to be an assessment of knowledge, clinical skills and understanding at the standard expected of a graduating student from a dental school within Ireland. Subjects will be assessed in written and clinical examinations.

More information is available on the [Dental Council website](#).



EXEMPTIONS

The Dental Council may, at its sole discretion, decide to exempt a candidate from sitting the Part 1 examinations. A decision will be made on whether to grant an exemption after a completed application form has been submitted. The Council's policy is not to answer queries regarding exemptions prior to an application being submitted. You should not assume that sitting another exam, such as the Royal College of Surgeons in Ireland MFD Examination, will automatically entitle you to an exemption.

TEMPORARY REGISTRATION

Temporary registration, for a maximum of five years' continuous or separate periods, is available if you are not eligible for full registration. The following conditions must be met:

- you must hold a dental qualification obtained after completing an acceptable undergraduate dental course;
- you must have gained a space, under the supervision of an approved consultant, in:

- a full-time clinical position in an approved institution;
 - a position on a Dental Council-approved full-time clinical postgraduate programme; or,
 - a full-time research position in an Irish dental hospital; and,
- you must successfully complete the temporary registration process.

More information and an application form is available on the [Dental Council website](#).

LANGUAGE REQUIREMENTS

For citizens of EEA countries, holding EEA dental qualifications, there are no formal linguistic tests or other tests in order to register to practise dentistry in Ireland. However, employers are free to conduct appropriate language tests.

For those completing the Dental Council examination, you must provide evidence of proficiency in English.



WORKING AS A DENTIST IN IRELAND



Dentists in Ireland work as associates in private practice, as salaried employees in the Public Dental Service, or in hospitals or university dental faculties.

ASSOCIATES IN PRIVATE PRACTICE

Many new/young dentists in general practice are self-employed associates, and earn their living partly through private fees from patients and partly from Government-subsidised treatment schemes. Most associates in specialist practice are also self-employed.

Self-employed associates

As a self-employed associate, it is very important that a written agreement between yourself and the practice owner/practice principal is in place. You should take professional legal and financial advice to review the contract/agreement in order to ensure that it is legally sound and that self-employment can be supported in the event of a Revenue investigation.

In general, self-employed associates should have their own business bank account into which their fees are paid directly, and there should be a fee-sharing mechanism in place with the principal. The associate should control their own hours of work and should treat their own patients. In the event that the associate is unable to attend the practice on a particular day, the associate should be free to provide a locum to carry out their work.

IDA members have access to a template self-employed associate agreement and a specialised advice sheet from Grant Thornton. This is available on request from IDA House.

Any person who intends to use the agreement should take independent professional advice, including as appropriate legal, accountancy, taxation, actuarial and insurance advice. The template agreement is for information only and does not constitute advice that can be relied upon in the absence of professional advice that reflects each dentist's particular circumstances.

If the template is amended by you or your advisers (e.g., to include additional clauses or text, or to remove some of the existing text), it is important that you seek your own independent professional advice to ensure that the amendments do not create unforeseen tax or other consequences.

Associates who are employees

Associates who are employees will be employed on a permanent or fixed-term/fixed-purpose basis. If you are employed on a fixed-term basis and your employer renews the fixed-term contract, they are required to put in writing the "objective grounds" (or rationale) justifying the renewal of the fixed-term contract and explaining why a permanent contract is not being offered.

Employees receive an agreed annual salary, from which income tax, Pay Related Social Insurance (PRSI) and Universal Social Charge (USC) will have been deducted. You should receive a pay slip every month/fortnight (depending on how often you are paid) detailing these and other deductions. As an employee, you have a legal right to a contract of employment or statement of terms and conditions within two months of starting your job. You also have certain legal rights concerning paid annual leave, public holiday pay, rest breaks, maximum working hours, maternity/paternity and other protected leave, protection from unfair dismissal, and so on. If you have a question about any of these issues, please contact IDA House for advice.

WORKING IN THE PUBLIC DENTAL SERVICE

The Public Dental Service is responsible for the dental care and treatment of children under the age of 16 and those with special care needs. Services are generally provided in Health Service Executive (HSE) clinics. The Public Dental Service also operates the Schools Screening Service, which aims to provide targeted screening to children at three intervals during primary school (in second, fourth and sixth classes). The Public Dental Service employs dentists in a number of grades: Clinical Dental Surgeons Grade 1; General Dental Surgeons; Senior Dental Surgeons with special skills in various specific disciplines, including treatment of patients with special needs; and, Principal Dental Surgeons, who have administrative and management responsibilities. Public dental surgeons are employees of the Health Service Executive (HSE). As a salaried employee in the Public Dental Service, you will be on an incremental salary scale and will be entitled to a public service pension on retirement (for which you will make pension contributions while you are in employment). You will also be entitled to a certain amount of paid sick leave and paid maternity leave, and have access to certain flexible working arrangements. Full details of [salary scales](#) and



employment [terms and conditions](#) for HSE employees are available on the HSE website.

If you have any questions about your terms and conditions, or other issues concerning your employment with the HSE, please contact IDA House.

WORKING IN HOSPITALS

A small number of dentists work in hospitals, other than dental hospitals. They are employed as salaried employees or on a private fee basis. There are usually no restrictions on outside practice, and public health dentists and private practitioners often provide some care within hospitals.

Dentists who work within hospitals may be employed as dental surgeons, senior house officers, registrars or consultants, in the following specialist areas: oral and maxillofacial surgery; orthodontics and paediatric dentistry; restorative dentistry; radiology; and, oral pathology.

WORKING IN UNIVERSITIES AND DENTAL FACULTIES

Some dentists work full-time in the two dental faculties, Cork Dental School and Hospital, University College Cork, and Dublin Dental University Hospital, Trinity College, as employees of the universities. Most full-time staff have contracts that exclude the possibility of private practice. A typical full-time faculty member of staff will have as much time committed to administration and treating patients as to research and teaching.

The main academic titles within an Irish dental faculty are those of Professor, Senior Lecturer and Lecturer. Those above lecturer level will usually have a fellowship (of one of the Royal Colleges of Ireland or the UK) and a PhD.

A number of dentists also work part-time in the dental faculties, in addition to their own work in private practice.



TAXATION ISSUES



Taxation matters will be managed differently depending on whether you are self-employed or an employee.

SELF-EMPLOYED

Under the self-assessment system, there is a common date for the payment of tax and filing of tax returns, i.e., October 31. This system, which is known as “Pay and File”, allows you to file your return and pay the balance of tax outstanding for the previous year at the same time. The IDA strongly recommends that you engage an accountant to assist you with this task. You should also get into the habit of budgeting for your tax bill. Set a weekly/monthly income for yourself to avoid spending your entire gross and leaving yourself short when the tax bill comes in. If you are self-employed you must register for self-assessment by using the Revenue [eRegistration](#) service or by completing [Form TR1](#). When a self-employed person registers with Revenue they will automatically become registered for Pay Related Social Insurance (PRSI) purposes with the Department of Social Protection. Once registered for tax purposes you (or your accountant) should access the Revenue On-Line Service (ROS) as it is an effective way for you as a Revenue customer to deal with your tax affairs.

Preliminary tax

Preliminary tax must be paid by October 31 of the tax year in question. Preliminary tax is your estimate of the income tax, PRSI and Universal Social Charge (USC) that you expect to pay for the tax year. It is an advance payment for the current tax year, made in addition to any outstanding tax for the previous year. For example, if your accounting year is from January 1 to December 31 each year, you pay preliminary tax for 2018 based on an estimate of your liability for the full year. At the same time, you make a tax return for 2017, and pay any taxes outstanding for that year. For late payments, you will be charged interest for each day (or part of a day) past the deadline.

Pay and file system

By October 31 in a tax year, you must:

- pay your preliminary tax for that year;
- file your tax return and self-assessment for the previous tax year; and,
- pay any balance of tax due for the previous year.

Please note, when you pay and file through ROS, the October 31 deadline is extended to mid November.

Further information on self-assessment is available from the [Revenue Commissioners website](#).

Tax relief

You are entitled to the normal income tax credits and reliefs. You can also claim certain business expenses against tax, such as rent, lighting and heating, running costs of vehicles or equipment used in the business, accountancy fees, bank charges, interest paid on business loans, CPD courses and subscription fees, as well as contributions to your personal pension (up to certain limits).

VAT

Dental services are exempt from VAT so dentists are not obliged to register for VAT.

IDA Tax Protection Policy

The IDA’s Tax Protection Policy meets up to €2,500 in reasonable professional costs incurred by members who are subject to an audit of their business accounts by the Revenue Commissioners. For information, go to the members’ section of the IDA website or contact IDA House.

EMPLOYEE

If you are an employee, you normally pay tax through PAYE. PAYE stands for ‘Pay As You Earn’. Every time your salary is paid, your employer should deduct income tax, Pay Related Social Insurance (PRSI) and Universal Social Charge (USC), and pay the amount deducted to Revenue. As an employee, you should receive a pay slip detailing these and any other deductions. PAYE ensures that the yearly amounts you have to pay are collected evenly on each payday over the course of the tax year. You may be entitled to tax credits and to tax reliefs, allowances and exemptions to reduce the amount of tax you pay. When you begin work as an employee with a new employer you should provide them with a tax credit certificate for the current year or a Form P45 (issued by your previous employer) to ensure that you are paying the correct level of tax and that you benefit from your tax credits. You can access your tax credit certificate by logging into Revenue’s [My Account website](#). As a dentist who is an employee, you are entitled to claim a flat rate expense allowance of €376 per annum. You can apply for this online through My Account or by completing a Form 12. You may also be entitled to tax relief on items such as: third-level fees (for yourself or for someone you are paying fees for); medical expenses; commuter tickets on public transport; or, the cost of a bicycle and safety equipment for cycling to work. Further information is available on [Revenue.ie](#).

PROFESSIONAL INDEMNITY



You must ensure that you hold appropriate levels of professional indemnity cover (insurance).

This requirement is set down in the [Dental Council Code of Practice relating to Professional Behaviour and Ethical Conduct](#).

Limited indemnity insurance is provided by the HSE for dental surgeons in the Public Dental Service, but it is strongly advised that you also take out your own cover. Indemnity insurance is compulsory for general practitioners participating in State dental schemes. The main provider of professional indemnity in Ireland is currently Dental Protection (DPL). DPL offers significant discounts to dentists who can prove they hold membership of the Irish Dental Association. For dentists in general practice for at least three years post graduation, annual savings of up to €1,700 are available to IDA

members who avail of the full 15% discount available for risk credits. More information is available on the [Dental Protection website](#).

The other main options for insurance/indemnity cover are [Challenge](#) (an insurance-based provider of medical indemnity in Ireland) and [Glennon's Insurance Brokers](#) (who have experience of sourcing insurance-based cover for Irish dentists). Both of these options are insurance based, offering claims made rather than occurrence-based policies, and in this respect they differ from DPL, which is a mutual offering occurrence-based cover (covering claims for treatments provided while a dentist was a member even if they are no longer a member – for example, retired – when the claim is made).



APPLYING FOR A POSITION



Newly-qualified dentists should try to focus on finding a job where they will be offered support and learning on the job rather than focusing primarily on likely earnings in the initial stages.

JOB ADVERTISEMENTS

Most associate and other positions in private practice are advertised on the IDA's website in the [Classifieds section](#). Irish Dental Jobs is a specialist recruitment agency for the Irish dental profession and vacancies are also advertised on their [website](#).

Jobs in the Public Dental Service and hospitals are advertised on the [jobs section of the HSE website](#). Go to 'Job Search' and click 'Medical & Dental' to view open positions. You can also go to [Publicjobs.ie](#). Go to 'Job Search' and click 'Dental/Orthodontic' under 'Job Category'. Hospital jobs and university faculty jobs are also advertised on [Publicjobs.ie](#).

TIPS FOR YOUR CV

Your CV should:

- highlight your main skills and achievements;
- show what makes you different/more valuable than your peers;
- get you to the interview process;
- be easy to read, clear, concise and have a logical flow;
- be tailored/tweaked to suit the role and job description you are applying for;
- be truthful;
- be error and typo free; and,
- be up to date.

Content and layout

Your CV should be subdivided into sections and have a logical order and sequence. It should be laid out in a clear and concise manner. Use bullet points and a clear simple font. Make it easy for a prospective interviewer/employer to find the information they are looking for.

Some general sections that should be covered include:

1. Personal details and contact information.
2. Education and qualifications.
3. Work history and/or experience.

4. Relevant skills to the job in question.
5. Interests, achievements or hobbies.
6. References.

Spelling and grammar

Make sure you thoroughly check your CV for typos and grammatical errors, and ensure that what you have written makes sense. Then ask someone to double-check it for you. A CV with spelling mistakes is not going to impress anyone, so make sure you spend the extra time when it comes to this.

As well as checking your spelling and grammar, make sure your employment dates match up and that you've provided the right phone number and email address. Mistakes can show a lack of care and may turn a prospective employer off.

Use assertive language

Use assertive and positive language under the work history and experience sections, such as "developed", "organised" or "achieved". Try to relate the skills you have learned to the role you are applying for.

References

References should be from someone who has employed you in the past and can vouch for your skills and experience. If you have never worked before, you can use a lecturer or tutor as a referee.

Length

CVs should be between two and four pages.

TIPS FOR YOUR INTERVIEW

- In the days/weeks before the interview, write out answers to typical interview questions and practice answering them. If you think you might be nervous going into the interview, you can roleplay an interview with a family member, colleague or friend, and practice your answers out loud.
- Dress appropriately. It is better to show up dressed too formally than too casually.
- Plan to arrive 10 to 15 minutes prior to your interview time. Arriving late will give a bad first impression.
- While waiting to be interviewed and during/after the interview, make sure you treat all staff members with courtesy and respect.



- During the interview, smile and show enthusiasm and interest. Try to remain calm and relaxed. Speak clearly and make eye contact.
- If you do not get the job or decide that the position is not the one for you, learn from the experience and use it to prepare for the next interview.

STARTING WORK IN A NEW PRACTICE

Dental Protection has produced two helpful booklets for recently-qualified dentists beginning their careers. **‘Choosing a New Practice’** gives advice on the sort of questions that you should consider and ask when thinking about moving to a new practice. These include issues around clinical standards, appearance, professional support, systems and equipment, infection prevention and control, approach to CPD, and colleagues and the dental team. **‘Starting Work in a New Practice in Ireland’** discusses building relationships with new work colleagues, treating new patients, settling in to a new work environment and work–life balance.

Both documents are available on the Dental Protection website, in the section on ‘Publication and Advice Booklets’.

CONTRACTS/AGREEMENTS

Whether you are self-employed or an employee, it is very important that there is a written contract/agreement in place between you and the practice owner or your employer.

Agreements for self-employed associates generally cover matters such as: the date the agreement begins (and ends if it is a temporary associate post); the fee-sharing structure in place; days and times when the surgery will be available to the associate; confidentiality; issues concerning patient records; Dental Council registration; and, a termination clause. You should take professional legal and financial advice to review any contract/agreement you are offered in order to ensure that it is legally sound and that self-employment can be supported in the event of a Revenue investigation.

IDA members have access to a template self-employed associate agreement and a specialised advice sheet from Grant Thornton. This is available on request from IDA House. If you intend to use this template, you should take independent professional advice including, as appropriate, legal, accountancy, taxation, actuarial and insurance advice.

As an employee, you have a legal right to receive a contract of

employment or statement of terms and conditions within two months of starting your job. Information that must be included in the written statement/contract includes:

- full names of the employer and the employee;
- address of the employer in the State;
- place of work, or a statement that the employee is required or permitted to work at various places;
- job title or the nature of the work;
- date of commencement of the employment;
- in the case of temporary contracts, the expected duration of the contract or, if for a fixed term, the date on which the contract expires;
- rate of pay or method of calculating pay;
- pay reference period, e.g., fortnightly or monthly;
- terms or conditions relating to hours of work (including overtime);
- details of rest periods and breaks;
- terms or conditions relating to paid leave;
- terms or conditions relating to incapacity for work due to sickness or injury;
- terms or conditions relating to pension schemes if applicable; and,
- notice period to be given and received by the employer.

EMPLOYMENT PERMITS

General Employment Permit

Non-EEA nationals who wish to work as dentists require an employment permit to work in Ireland. In this case the dentist must be an employee. Either the dentist or the prospective employer can apply for a General Employment Permit.

The Permit is issued to the dentist and a certified copy sent to the employer, which permits the dentist’s employment in the State by the employer in the occupation and location/s specified on the Permit. A General Employment Permit can be issued for an initial period of two years and can then be renewed for up to a further three years. After five years, the applicant may apply to the Irish Naturalisation and Immigration Service (INIS) for long-term residency.

More information and an online application process is available on the website of the [Department of Jobs, Enterprise and Innovation – Employment Permits section](#).



Third Level Graduate Programme

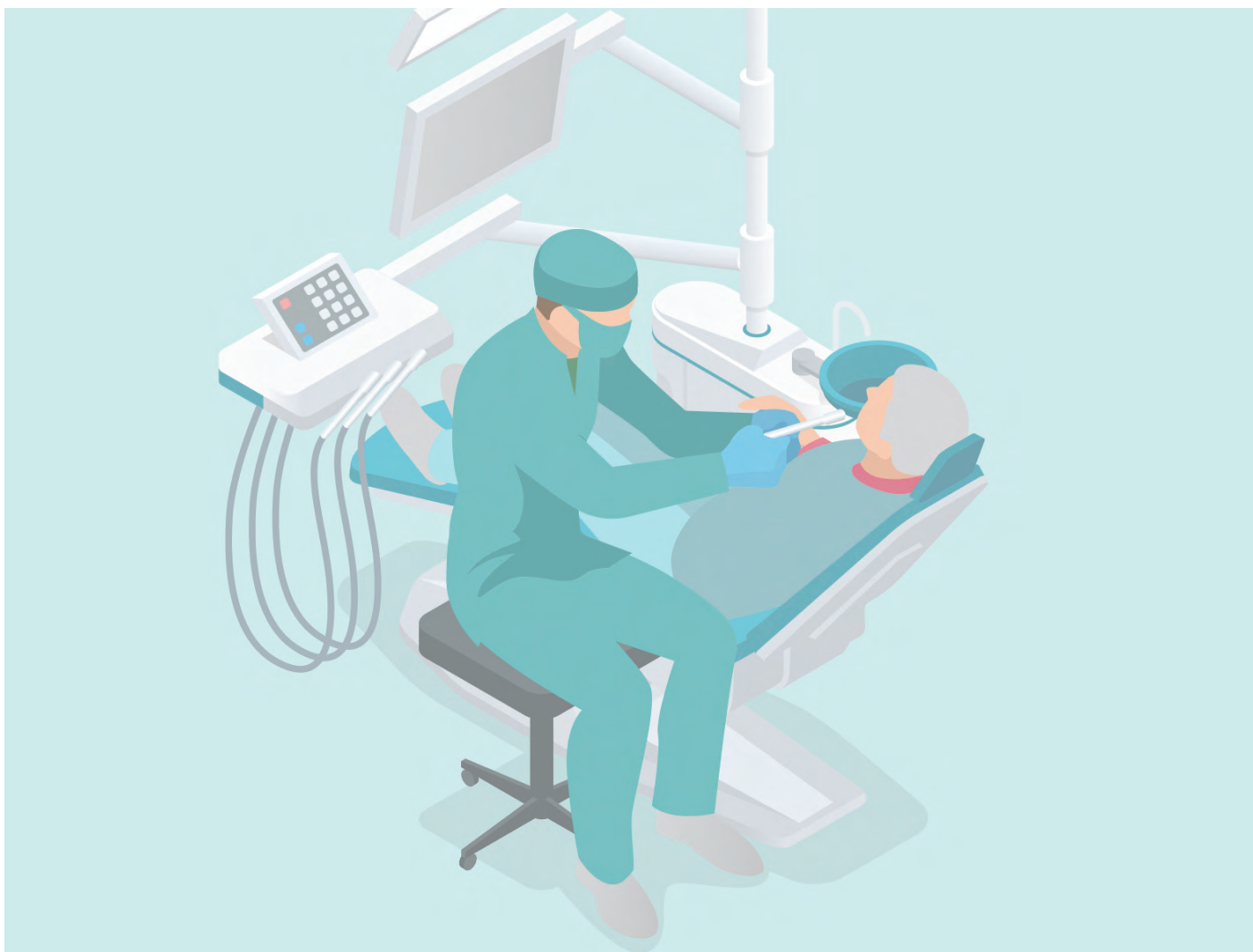
The Third Level Graduate Programme is open to any non-EEA national graduate who completed their dental studies in Ireland and has been awarded a qualification at degree level or above by an Irish university. The intention of the Programme is to allow legally resident Irish-educated non-EEA graduates to remain in Ireland after their studies. This should be for the purpose of seeking graduate-level employment and applying for a General Employment Permit, a Critical Skills Employment Permit or a Research Hosting agreement.

Graduates who have graduated with a primary degree will be granted a period of residence of the lesser of either 12 months, or such period as would bring their overall time resident in the State (i.e., time spent on Stamp 2 as a student

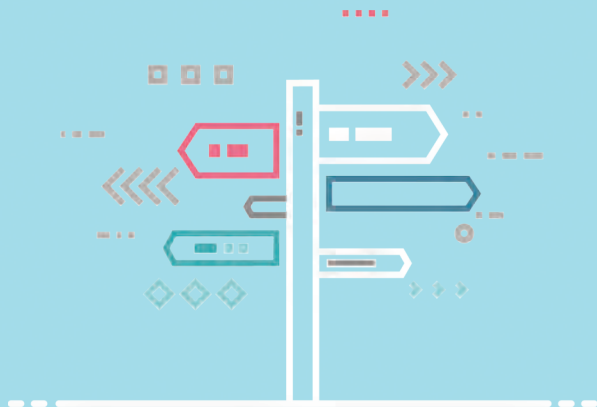
and on Stamp 1G under this programme) to seven years in total.

Those who have graduated with a postgraduate diploma, master's degree or doctoral degree will be granted a period of residence of the lesser of either 24 months or such period as would bring their overall time resident in the State (i.e., time spent on Stamp 2 as a student and on Stamp 1G under this programme) to eight years in total. In this case, the residence will be granted for an initial 12 months, and this can be renewed for a further 12-month period (subject to the overall eight-year limit).

For more information on the Programme and how to apply, go to the website of the [Irish Naturalisation and Immigration Service](#).



LEAVING YOUR POSITION /LEAVING A PRACTICE



Under the Dental Council Code of Practice relating to Professional Behaviour and Ethical Conduct: “If you accept a patient for treatment, you must complete the agreed course of treatment safely and to a satisfactory standard”.

If you are leaving a practice, the Code states that “you must arrange to look after your patients” and “must make reasonable efforts to tell patients if your practice is closing or changing ownership”.

If you decide to leave your current position or your current practice, you should make sure you give sufficient notice of your intended departure. If you are a self-employed associate, the level of notice will be set down in your associate agreement. The IDA template associate agreement contains a termination clause of 90 days’ written notice. If you are an employee your contract of employment will set out the notice period required (often three months). There are also statutory minimum notice periods required by law for employees, depending on service length.

In any event, you should act professionally and ethically, and should endeavour to give enough notice to ensure that your position can be filled and patients are looked after. You should also remember that you will most likely be relying on your current principal for a reference, and should always try to act professionally and courteously when leaving a practice.



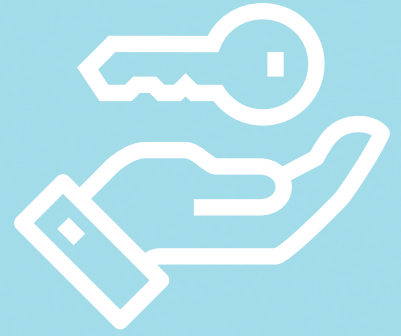
If you are in private practice, you should endeavour to liaise with the principal dentist or practice owner as to how and when patients will be informed of your impending departure and in what way this will be communicated to patients.

In cases where some patients want to follow you for their ongoing dental care, it may be possible to arrange with the practice owner to forward records for those patients who wish to continue treatment in the new practice.

For information on notice periods, or for other advice on leaving a practice, you can contact IDA House. You can also read the Dental Protection advice booklet on [‘Leaving Your Practice’](#).



OWNING YOUR OWN PRACTICE



Dentists setting up their own practice or purchasing an existing practice will need to ensure that they are in compliance with all relevant legislation and Dental Council codes of practice.

Planning permission must be specifically medical/dental as opposed to commercial. There is no constraint on where a new practice may be opened. There are also no rules limiting the size of a dental practice in terms of the number of associate dentists or other staff. There is currently no State assistance for establishing a practice, so generally dentists must take out commercial loans or hire purchase agreements from banks.

In addition to being registered with the Dental Council, holding appropriate professional indemnity cover and registering with the Revenue Commissioners, dentists who establish their own practice or who purchase an existing practice should:

- register with the Data Protection Commissioner as a Data Controller;
- register their business name with the [Companies Registration Office](#);
- obtain a licence from the [Environmental Protection Agency Office of Radiological Protection](#) (if you have an x-ray machine);
- ensure that the practice complies with the [Dental Council Code](#)

[of Practice Relating to: Infection Prevention and Control 2015](#) –

failure to implement these essential standards may result in Dental Council fitness to practice procedures;

- ensure that a practice safety statement is in place – the Health and Safety Authority’s free BeSMART tool will assist you in generating your own risk assessment and safety statement: go to [besmart.ie](#) to register and select ‘Dental Surgery’ to access the appropriate template;
- display fees in accordance with the [Dental Council Code relating to the Display of Private Fees in Dental Practices](#);
- register as an employer with Revenue for PAYE/PRSI purposes (if you are employing staff);
- have public liability insurance and employer’s liability insurance (if you have employees) in place;
- have signed contracts in place for all employees;
- have signed agreements/contracts in place for all self-employed associates and specialists who work in the practice; and,
- ensure that you take appropriate financial and legal advice.

For more information on any of these issues, contact IDA House.



CONTINUOUS PROFESSIONAL DEVELOPMENT



In Ireland, dentists are not currently required under law to complete regular continuous professional development (CPD). However, although CPD is not mandatory, it is obligatory. In addition, mandatory CPD is expected to be introduced in the new Dental Bill.

The Dental Council states: “You are ethically obliged to keep your knowledge and skills current. A strong CPD record is important to give your patients and colleagues confidence in your clinical judgement as it shows your commitment to high standards and to your own development as a healthcare professional”.

The Dental Council recommends that you complete, and keep records of, at least 50 hours of CPD every year. Twenty of these hours should be ‘verifiable’ CPD. While the amount of CPD hours completed may vary from year to year, you should complete at least 250 hours of CPD every five years, of which a minimum of 100 hours should be verifiable CPD. It is recommended that a minimum of 50 verifiable hours over a five-year period should be on core CPD subjects. Core CPD includes the following topics: infection prevention and control; radiology informatics and radiation protection; professional communication; medical emergencies (excluding basic life support); audit; record keeping; and, governance.

For more information see the [Dental Council Guide to Continuous Professional Development Requirements](#).



MEDICAL EMERGENCIES AND BLS

All dental practitioners must be trained in medical emergencies and basic life support, and should complete refresher courses every two years.

IDA COURSES

The IDA is the primary CPD provider for the dental profession in Ireland. In 2016, the Association arranged over 50 different CPD events, which attracted 2,000 attendees and offered a total of 249.5 CPD points.

Our Annual Conference, held in April/May each year, is the largest CPD event and trade show for the dental profession in Ireland. Many IDA branches also hold their own annual scientific meetings and host regular branch meetings and CPD lectures. We also hold a specialised seminar for HSE dental surgeons every October.

IDA members receive a 50% discount for attendance at these events.

Attendance at branch meetings is free and is only open to registered IDA members.

For more information on upcoming CPD events, go to the [Events section](#) of the IDA website.



VOCATIONAL TRAINING



There is currently no vocational training scheme for new graduates in the Republic of Ireland.

A voluntary training scheme for new graduates was in operation in Ireland for some years. It aimed to provide a transitional year for the newly-qualified dental graduates to help prepare them to assume responsibility for the running of a general dental practice or a Public Dental Service clinic, and to acquire more efficiency in the skills and competencies required in the

delivery of comprehensive primary dental care. However, the scheme was paused in 2011 and has yet to be re-instated.

The Irish Dental Association has been strongly lobbying for the scheme to be brought back, as it was a great benefit to newly-qualified dentists.

In the absence of the scheme, new dentists may want to participate in [the IDA's very successful mentoring scheme](#), which is open to IDA members only. More details on the scheme are available in the section of this booklet on membership of the IDA and on the IDA's website.



SPECIALTIES AND SPECIALIST TRAINING



There are two recognised specialties in Ireland:

- oral surgery; and,
- orthodontics.

Oral surgeons work mainly in hospitals and universities. Most orthodontists work in private practice, although some work in hospitals, universities and the Public Dental Service.

To become a specialist, two years of general professional training must be undergone after primary qualification, and this is followed by three years of full-time specialist training. To become a consultant may involve a further three years of higher training. The training takes place in university teaching hospitals in Ireland, or other such recognised training establishments, often in the UK or other EU countries. Trainees generally provide dental care during their training and are normally paid as appropriate.

On completion of training as a specialist you normally receive a Certificate of Completion of Specialist Training in orthodontics or oral surgery, issued by the Dental Council, and are entered onto the appropriate Specialist Register. You may also receive a diploma from one of the Royal Colleges of Ireland or the UK, such as a "Fellowship" or "Membership", or a master's degree or PhD from a university.

Aside from the two recognised specialties, there are other traditional specialist areas of dentistry such as paediatric dentistry, periodontology, and endodontics, where practitioners have undertaken further training and have limited their practices to their speciality.



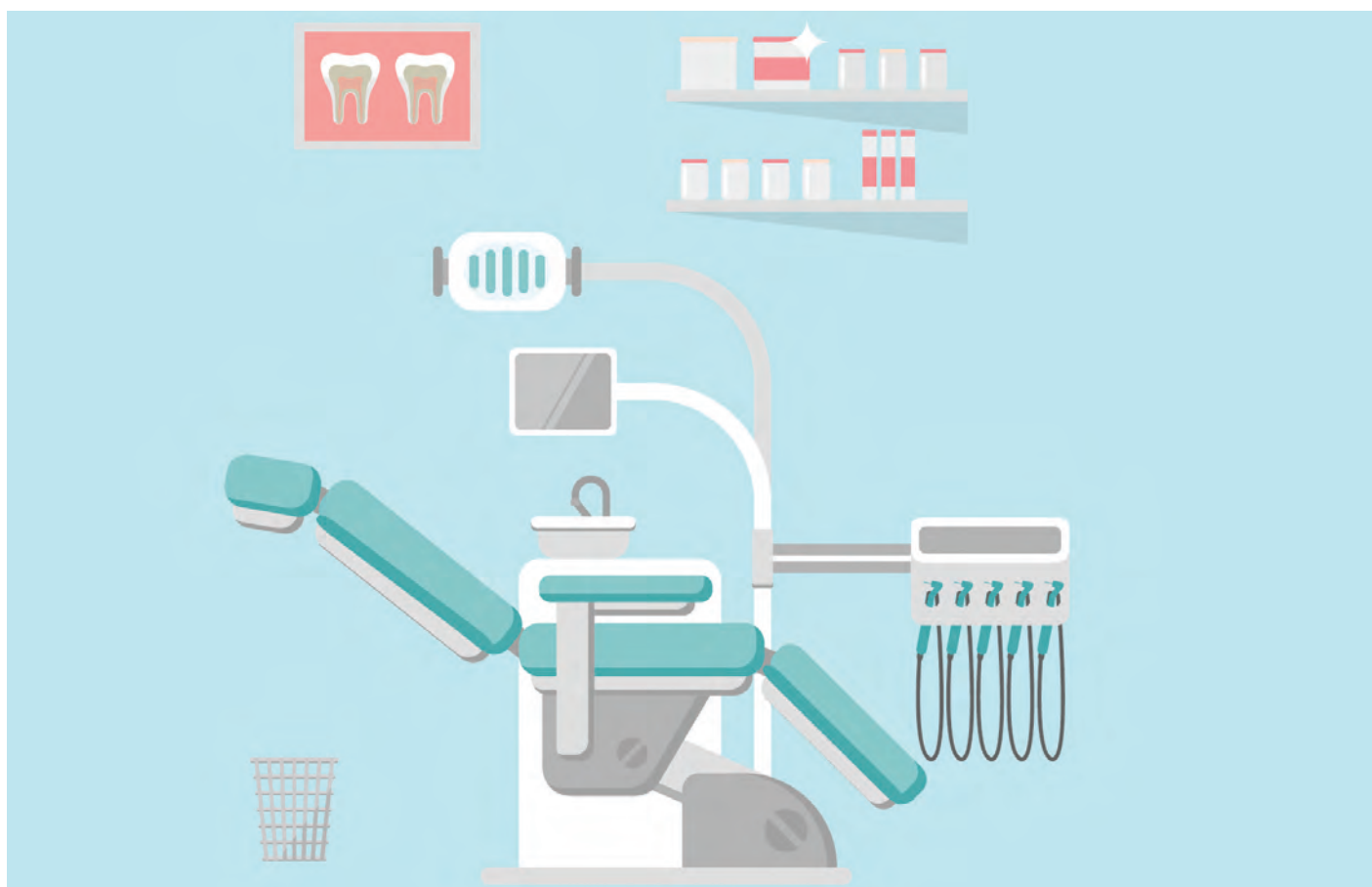


DENTAL COUNCIL CODES OF PRACTICE

As a dentist working in Ireland, you should ensure that you are familiar with your requirements under the following Dental Council Codes of Practice and Guidelines:

- [Code of Practice regarding Professional Behaviour and Ethical Conduct;](#)
- [Code of Practice Relating to Infection Control in Dentistry;](#)
- [Guide to the Dental Council's Continuing Professional Development requirements;](#)
- [Scope of Practice for each member of the dental team;](#)
- [Code of Conduct Pertaining to Public Relations and Communications;](#)
- [Guidelines on Children in Dentistry;](#)
- [Code of Practice Relating to Display of Private Fees in Dental Practices;](#)
- [Code of Practice Relating to the Administration of General Anaesthesia and Sedation and on Resuscitation in Dentistry;](#)
- [Use of Ionising Radiation for Dental Purposes;](#)
- [Code of Practice regarding Non-Surgical Cosmetic Procedures; and,](#)
- [Guidance on Tooth Whitening.](#)

All of these documents are available on the Dental Council website.



STATE DENTAL SCHEMES AND CONTRACTS



General dentists in private practice have the option to sign up to State dental schemes.

These schemes are voluntary and you are not obliged to sign up. There are currently two State dental schemes in operation, and these are detailed below. If you decide to join one or other of the schemes, you agree to accept the treatment fees set down by the State (these can be varied and during the recession fees and treatment items were hugely cut) as well as certain rules and regulations.

DTBS (PRSI SCHEME)

The Dental Treatment Benefit Scheme (DTBS) is a scheme run by the Department of Social Protection and provides dental benefit to Pay Related Social Insurance (PRSI) payers who have a required number of contributions. From March 2017, the Scheme includes the self-employed and from this date, all new contract holders are required to treat both employed and self-employed patients who qualify under the Scheme.

In January 2010, the Scheme was restricted to one item only, an annual oral examination for which the dentist is reimbursed €33. From October 27, 2017, the scale and polish treatment is available for all eligible patients, as a once-annual treatment item. The fee payable by the Department of Social Protection is €42 and the dentist can charge the patient up to €15 as an additional co-payment. From October 2017, where it is deemed clinically necessary, i.e., in the case of patients with pockets over 3.5mm, the protracted periodontal treatment is also available under the Scheme and the €42 fee goes towards the cost of the protracted gum treatment on a once-annual basis. In the case of the protracted periodontal treatment, the dentist can charge whatever total fee is required depending on the nature and length of treatment needed.

To apply for a DTBS contract to treat patients under the Scheme you should contact:

Treatment Benefit Section
Department of Social Protection
St Oliver Plunkett Road
Donegal
Ireland

Tel: 074-916 4480 Locall: 1890 400 400

DTSS (MEDICAL CARD SCHEME)

The Dental Treatment Services Scheme (DTSS) or medical card scheme is a means-tested scheme operated by the HSE. Dentists contracted under the scheme provide certain treatments to patients over 16 who hold medical cards. Currently, there are over 1.7 million adults entitled to treatment under the scheme. The HSE's Primary Care Reimbursement Service (PCRS) manages the payments to dentists. The PCRS also holds the database of eligible medical card holders and patient eligibility for treatment can be checked online.

TREATMENT AVAILABLE PRIOR TO 2010	TREATMENT AVAILABLE 2010 ONWARDS
Biannual scale and polish	Suspended
Extended gum cleaning	Suspended
X-rays	Suspended
Fillings	Two per annum in an 'emergency situation'
Root canal treatment	In 'emergency circumstances' only
Dentures	In 'emergency circumstances' only
Denture repairs	In 'emergency circumstances' only
Miscellaneous items	In 'emergency circumstances' only
Extractions	Unlimited number

The Scheme was altered in April 2010 when the HSE announced huge restrictions to the treatments available under the Scheme as follows: Dentists who wish to participate in the DTSS apply to a local designated office for a contract. There are a number of pre-contractual requirements such as holding certain levels of professional indemnity insurance, public liability insurance, and so on. The dental practice in which you work will also be subject to a pre-contract inspection.

Details on the application process and a list of the designated offices are available on the [members' section of the IDA website](#).



PROBITY ISSUES

State dental schemes and other third-party schemes, such as dental insurance schemes, have probity rules and provisions. You should:

- make sure you know and understand the terms and conditions of any scheme you sign up to;
- ensure that you keep good clinical records – these are essential;
- always claim accurately;
- know that responsibility for filling in the forms remains with the dentist, not with a member of the practice staff;
- never attempt to forge a signature if a patient leaves and the form is unsigned;
- record prescribed drug(s) and prescription number on the clinical chart;
- if carrying out a surgical extraction (as opposed to a routine extraction) under the DTSS, ensure that you record greater details such as crown/root fracture, root division, bone removal, and so on; and,
- contact the IDA/your defence organisation at an early stage if you are subject to an audit.



OTHER ISSUES YOU SHOULD BE AWARE OF



I. ADVERTISING

Advertising is permitted so long as it is factual and does not mislead the public.

II. CORPORATE DENTISTRY

Under the current Dentists Act, dentists are not allowed to form corporate bodies (companies).

III. DENTAL COMPLAINTS RESOLUTION SERVICE

The Dental Complaints Resolution Service was launched in May 2012. It aims to assist dental patients and participating dentists to resolve complaints about dental services. Only patients of dentists that are members of the Irish Dental Association, or of those dentists who have specifically signed up to participate in the Dental Complaints Resolution Service, may use this service. The Service is free of charge for IDA members. A charge will apply for non-members.

For more information on the Service, contact the IDA or go to the [Dental Complaints Resolution Service website](#).

IV. EQUAL RIGHT TO TREATMENT

The Equal Status Acts 2000-2015 prohibit discrimination in the provision of services, which includes dental treatment, on the basis of any of the nine grounds set out in equality legislation, i.e., gender, civil status, family status, sexual orientation, religion, age, race, membership of the Traveller community, or disability. This means that you cannot deny treatment to a patient on the basis of any of these grounds, including on the basis of a patient suffering from a chronic medical condition.

If a patient feels that they have been discriminated against they can take a complaint to the Workplace Relations Commission.

V. ETHICS

All dentists in Ireland have to work under a [Code of Professional Behaviour and Ethical Conduct](#) set down by the Dental Council. This sets out the ethical duties expected of dentists and covers issues including: your responsibility to and relationship with your patients; professional fees; patient consent; patient records; confidentiality; and, your responsibility to the dental profession.

VI. FEES

The [Dental Council Code](#) states that dentists must display a single fee only for the following treatments:

- examination, diagnosis and treatment plan;
- hygiene treatment (hygienist) – per visit;
- hygiene treatment (dentist) – per visit;
- x-rays – small;
- x-rays – large (OPG); and,
- prescription.

Fees must also be displayed for the treatments below, and these may be displayed in the form of a range of fees. If displaying a range of fees, both the minimum and maximum fee must be shown. It is not permitted to set a minimum price only for any treatment:

- advanced gum treatment;
- restorations – white (composite resin);
- restorations – silver (amalgam);
- acrylic-based dentures;
- metal-based dentures;
- root canal treatment;
- routine extraction;
- surgical extraction;
- core/post preparation; and,
- crowns.

The fee notice must be at least A4 size and be legible, accurate and up to date. The fees must be prominently displayed in the practice and must be situated in a place where the patient could reasonably be expected to see it before the consultation, e.g., the entrance to the practice, reception area(s), waiting room(s). If the practice has a website, details of fees (as above) must be published on this also.

VII. FITNESS TO PRACTISE

Any person can apply to the Dental Council for an inquiry into the fitness of a registered dentist to practise dentistry on the grounds of:

- alleged professional misconduct; or,
- alleged unfitness to practise because of physical or mental disability.



Each application is given due consideration and if there is a prima facie case for an inquiry, an inquiry will be held. If, following an inquiry, a charge of professional misconduct is proven, or the dentist is deemed unfit to practise by reason of physical or mental disability, the Council may suspend the dentist's registration, attach conditions to registration or erase his/her name from the Register. These sanctions are subject to approval by the High Court.

VIII. INCOME PROTECTION

Income protection provides you with a replacement income in the event that you cannot work due to illness or injury. You should seriously consider getting income protection, as it could be invaluable to you and your family if you are sick or are involved in an accident in the future.

There are a number of different schemes available and a number of different providers. [Omega Financial Management](#) provides tailored income protection policies for Irish Dental Association members in private practice, and for those working in the public sector.

IX. PATIENT RECORDS AND DATA PROTECTION

Keeping patient records

According to the [Dental Council Code of Practice relating to Professional Behaviour and Ethical Conduct](#) you must keep accurate and up-to-date records for all patients. You should get into the habit of contemporaneous recording of patient notes.

Records should be kept for eight years after the last treatment, in the case of adult patients. In the case of children and young adults, records must be kept until the patient's 25th birthday, or their 26th birthday if the patient was 17 when they finished treatment. If a patient dies before their 18th birthday, records must be kept for eight years.

Request for patient records

Any patient who requests their dental records in writing is entitled to see a copy of any records that you keep relating to them on computer or on paper. This includes their dental x-rays or copies of them. You must provide this information even if the patient's account is outstanding. You must respond to a patient's request for information under the Data Protection Acts within 40 days.

Under the Data Protection Acts you can charge a fee of €6.35 for administration costs associated with compiling patient records. You must transfer your patient records to another practice if you get clear instructions from a patient to do so.

Disposal of records

Patient records should be disposed of using a secure method of destruction. Certification of the destruction should be kept in the practice.

Registration with the Data Protection Commissioner

Anyone who processes personal data relating to physical or mental health is required to register with the Data Protection Commissioner in respect of data held or processed by computer. All dentists storing patient medical records on computer must therefore register. A dentist who retains only manual records is not required to register, but they are still subject to certain obligations and responsibilities as follows:

- obtain and process personal data fairly;
- keep personal data only for one or more specified, explicit and lawful purpose(s);
- process personal data only in ways that are compatible with those specified purposes;
- keep personal data safe and secure;
- keep personal data accurate, complete and up to date;
- ensure that personal data is adequate, relevant and not excessive;
- retain personal data for no longer than necessary for the specified purpose or purposes; and,
- give a copy of their personal data to the data subject on request.

How to register

You must complete an application form and pay an annual fee. The application can be completed online on the [Data Protection Commissioner website](#).

X. PENSIONS

Dentists in private practice can arrange private pension schemes, contributing up to a maximum of 30% (depending upon age) of net relevant income for retirement. Dentists employed in the public sector will be entitled to a public sector pension when they retire. Pension deductions are made automatically from your salary.



XI. PR/PUBLICATIONS/WEBSITES

The Dental Council [Code of Conduct Pertaining to Public Relations and Communications](#) states that dentists may communicate appropriate professional information to the public, which must be honest, factually correct, not misleading, and which does not harm the reputation of colleague dentists.

Practice brochures and websites can provide details of all team members and staff, information on services and treatments, opening hours and contact details. Advice on what to do in the case of post-treatment complications or emergencies should be included, and full information on private fees and the provisions of the DTSS, PRSI and other schemes operated by the practice should also be published.

The Code states that dentists should avoid personal publicity, whether in press, radio, television or other media, where such publicity could result in the dentist gaining professional advantage.

XII. VACCINATIONS

As a healthcare worker, you should ensure that you have up-to-date and appropriate vaccinations, including hepatitis A and B, BCG and MMR. It is also recommended that you get the seasonal influenza vaccination each autumn. More information is available in the [HSE's Guide to Immunisation and Health Information for Health Care Workers](#).

XIII. WORK-LIFE BALANCE AND STRESS

Starting your career in dentistry or just starting work in a new practice environment can affect people in different ways, ranging from anxiety and fear of the unknown, to excitement and looking forward to a new challenge.

Attaining work-life balance in dentistry does not have to be a difficult task, but finding a balance can be difficult if you're dealing with other life situations, such as moving to a new country or region, starting a family or buying a house. In addition, if your practice is new or you are starting out as an associate, you may feel the need to work longer hours to build up your patient list and get your income level established. If you're feeling stressed or overwhelmed in any way, try to take some time for yourself.

You should try to:

- give yourself time and space to adjust – don't overload yourself;
- think about your dietary/drinking/smoking/exercise habits and give your body the best chance you can to cope with the change;
- keep up sports or other interests that you have outside of work/dentistry;
- keep in touch with college friends and peers;
- take active steps to reduce your stress levels; and,
- don't be afraid to seek help and support.

If you have a concern about your stress, or any mental health issue, you can receive free, confidential help from experts at the [Practitioner Health Matters Programme](#). This is a strictly confidential service, which provides support and appropriate medical care for practitioners in Ireland who may be going through a difficult time with stress or mental health difficulties, or who may have an alcohol or drug misuse problem. Go to their website for further information and contact details.

In addition, IDA members can avail of a 24-hour helpline service, which provides members and their families with confidential counselling over the phone, including, where appropriate, onward referral. Call 1850 670 407 to avail of this service.



MEMBERSHIP OF THE IRISH DENTAL ASSOCIATION



The Irish Dental Association (IDA) is the single national association for dentists in the Republic of Ireland.

The IDA represents all sections of the profession, and about 80% of active dentists are members. It aims to promote the science of dentistry, to maintain the honour and integrity of the profession, to promote the attainment of optimum oral health for people in Ireland, and to represent the profession in all dealings and negotiations with Government, HSE and all other relevant bodies. The IDA is a member of the Council of European Dentists (CED) and the FDI (World Dental Federation). Membership of the IDA is free for all new graduates (who are registered with the Dental Council and working in the Republic of Ireland) in their first year after qualification. The annual membership rate for new dentists in their second year after qualification is €126 and it is €415 for those in their third year.

HOW TO JOIN

To join the IDA, you can go to the website – www.dentist.ie – and click ‘Join Now’ to download a membership application form. You can also contact IDA House and ask for an application form to be emailed or posted to you. Please note that you will need the name of an existing IDA member who can propose you for membership. You should return the completed application form to IDA House by post or email.

GET INVOLVED

By joining the IDA, you are joining a community of dentists and colleagues. To make the most of your membership you should attend branch meetings and local events, and make an effort to meet other members and get involved.

BENEFITS OF IDA MEMBERSHIP

Mentoring Programme

The Irish Dental Association Professional Mentoring Programme aims to enable the provision/sharing of informal guidance, insight and wisdom by trained IDA volunteer mentors to participating mentee colleagues, over a range of professional practice areas. The IDA Mentoring Programme has established itself as a really invaluable resource for dentists, particularly those who have found it difficult to cope with the

transition from dental school to working in practice. The Programme allows dentists to meet on a confidential basis with mentors, and very often this has involved one or two discussions in person or over the phone, and remaining in touch by email thereafter.

Confidentiality is absolutely crucial and it is important to establish and provide assurance to the mentee in this regard from the outset. Mentees should identify the issues they want to discuss, and be open to suggestions, and to trying any recommended changes suggested by the mentor.

As one mentee says: “It was a really good initiative. I spoke to my mentor a couple of times and found it really reassuring. I had been very disillusioned and didn’t know where I was going but my mentor put me at my ease. I had an initial conversation of an hour and a half, and then a second conversation over the phone of about ten minutes two weeks later. Ever since, I have been reassured and I am now taking the bull by the horns and I would say to colleagues, if in doubt definitely go for it. This really works. Since the conversations I have had with my mentor I have signed up for CPD courses that we discussed and I find now that I am on the right path”.

How the Programme works

Dentists can read more about the Programme by visiting the [Members’ section of the IDA website](#) and downloading [the Guide](#). Dentists who wish to avail of the Programme are put in touch with a mentor best placed to assist with their particular concerns and then the parties are left to make contact with each other.

We have a panel of a dozen mentors who have varied experience and backgrounds in all branches of dentistry, but who have been selected and trained as being discreet and exceptionally good listeners, who want to help and pass on the lessons they have learned.

Savings on CPD courses

The IDA is the primary CPD provider for the dental profession in Ireland. Our Annual Conference, held in April/May each year, is the largest CPD event and trade show for the dental profession in Ireland. Many IDA branches also hold their own annual scientific meetings and host regular branch meetings and CPD lectures.

IDA members receive a 50% discount when attending IDA events and CPD courses. Attendance at branch meetings is free and is only open to registered IDA members.



Learning management system – exclusive to IDA members

IDA members have access to our learning management system. This is an invaluable resource, which helps dentists to keep track of their CPD courses and CPD points while also allowing easier booking and payment for IDA events. The learning management system also allows members to access and read past editions of the *Journal of the Irish Dental Association* and record this as CPD.

Advisory service

The IDA provides comprehensive advice and assistance to members on issues such as:

- employment law;
- practice management;
- health and safety;
- Dental Council guidelines;
- infection control;
- probity;
- HSE inspections; and,
- data protection.

Just email or phone IDA House with your query and we will help.

Representation for public sector members

Public sector members can avail of the advocacy and representation services offered by the IDA, which can represent these members at grievance, disciplinary, and dignity at work procedures.

Access to the members' section of the IDA website

IDA members can log on to the members' section of the IDA website and find a huge resource of information on areas such as:

- infection prevention and control;
- data collection, usage and protection;
- antimicrobial guidelines;
- decontamination;
- radiology;
- sharps;
- complaints handling;
- tooth whitening regulations; and,
- human resources.

Reduced rates for professional indemnity cover

IDA members receive significant discounts on their indemnity cover with Dental Protection. For dentists in general practice for at least three years post graduation, annual savings of up to €1,700 are available to IDA members who avail of the full 15% discount available for risk credits. More information is available on the [Dental Protection website](#).

Affinity schemes and discounts

IDA members benefit from the following affinity schemes and discounts:

- income protection in association with Omega Financial Management – sign up and receive €150 towards your IDA membership fee;
- motor insurance/home insurance/dental surgery insurance in association with Doyle Mahon Insurance – log on to www.doylemahon.ie;
- mortgage package in association with Omega Financial Management;
- gold Visa business card in association with Bank of Ireland;
- mobile phone packages with 3 mobile;
- CPD – up to 50% reduction on all IDA courses;
- credit card merchant services – discounted rates in association with AIB Bank;
- reduced advertising rates – 50% reduction in our Journal and website;
- loupes – up to €300 reduction in association with Swordfish Medical; and,
- VHI group health insurance scheme.

As a result of savings made on certain services/products, IDA members can expect to save well in excess of their membership fee every year.

Tax audit and helpline services for IDU members

The IDA's Tax Protection Policy meets up to €2,500 in reasonable professional costs incurred by members who are subject to an audit of their business accounts by the Revenue Commissioners.

Free access to the *Journal of the American Dental Association*

IDA members have FREE exclusive access to the *Journal of the American Dental Association (JADA)*, which publishes very worthwhile practical articles for all dental practitioners. The *JADA* would ordinarily cost a dentist €200 per annual subscription. For instructions on how to access the *JADA* as an IDA member, contact IDA House.

Ready to start practising dentistry?

ALL DENTISTS

Yes No

- I am registered with the Dental Council.
- I have an agreement in place with my principal dentist OR a contract of employment.
- I have appropriate professional indemnity insurance.
- My tax affairs are in order.
- I am aware of my CPD requirements and how to fulfil them.
- I understand the relevant Dental Council codes of practice and how they impact on me in my job.
- My vaccinations are up to date.
- I have applied to join the IDA in order to avail of the advice, supports and financial savings available to members.

Checklist

PRACTICE OWNERS

Yes No

- I have registered the business name with the Companies Registration Office.
- I have a licence from the EPA's Office of Radiological Protection (if you have an x-ray machine).
- I am registered with the Data Protection Commissioner and understand my obligations as a Data Controller.
- I have a practice safety statement in place.
- I have registered as an employer with Revenue for PAYE/PRSI purposes (if you are employing staff).
- I have public liability insurance and employer's liability insurance in place (if you have employees).
- I have signed contracts in place for all staff.
- I have signed agreements/contracts in place for all self-employed associates and specialists who work in the practice.
- I am aware of my obligations under all relevant legislation including health and safety, employment law, and radiological guidelines.



For any further information please contact:

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Unit 2, Leopardstown Office Park
Sandyford
Dublin 18
Ireland

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Fax: +353 1 295 0092
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www.dentist.ie

