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14 September 2015

To:
**Local Health Boards Primary
Care Dental Leads
Local Dental Committees
Community Dental Services
Directors**

Dear Colleagues

Timetable for the Quality Assurance Self-assessment (QAS) Reporting 2015/16

The Dental Public Health Team of Public Health Wales has an agreement with the Welsh Government (WG) to co-ordinate and report to WG the annual GDS Quality Assurance Self-assessment. We undertake this on the understanding that Quality Assurance Self-assessment is required from all NHS contracted dental practices as part of Local Health Board contractual and clinical governance arrangements. This year's timetable is as follows:-

- 16 September 2015 - Contractors notified that the process will go live on 23 September 2015
- Health Boards to monitor response rate and send reminders to non-responders*
- Forms to be completed and submitted online by 24 November 2015
- Health Boards' Dental Practice Advisors (DPAs) will collate and scrutinise QAS submitted by the practices
- QAS Reports by DPAs to be completed by 22 January 2016
- Liaison/Action Planning meetings between Health Board's DPAs and Primary Care Team as per local arrangements
- Health Boards' Dental Quality and Safety/Clinical Governance Groups to discuss the QAS findings
- DPAs to prepare Health Board's Annual QAS Report and send a copy to David Hannington by 29 February 2016.
- Dental Public Health Team to provide annual QAS report to the Chief Dental Officer by 31 March 2016.

* During the process your locally employed DPA/s should work with a member of the Primary Care Team to chase up late/non responders because the form will not be accessible online after the 24 November 2015 deadline.

I attach a copy of the notification letter that will go out to contractors.

Yours sincerely



Anup Karki **Nigel Monaghan**
Consultants in Dental Public Health

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15 September 2015

Dear Colleague

**Quality Assurance Self-assessment
(QAS) 2015/16**

The Quality Assurance Self-assessment (QAS) can be completed using an online process **from 23 September 2015**. Overleaf is an explanation of the purpose of this process.

You will be able to access your practice form at www.wales.nhs.uk/formbuilder using most types of computer set up for internet access.

Please do not try to access prior to 23 September 2015 as the system will not be active.

Your username is
Your password is

The introduction section on the online form provides information that will help you complete it.

Please complete and submit the online form by 24 November 2015 as after this date you will not be able to access the form.

Your document can only be viewed by yourself, the Local Health Board (LHB) Primary Care Team, and the Dental Practice Adviser/Consultants in Dental Public Health of Public Health Wales.

Co-ordinated by Public Health Wales, the Dental Practice Advisers employed by your Local Health Board will collate and scrutinise the returns, and compile reports for the LHBs as a part of the clinical governance framework for NHS contracted general dental services.

Health Boards may provide your QAS report to Health Inspectorate Wales to inform the practice inspection.

Yours sincerely

Anup Karki
Consultants in Dental Public Health

Nigel Monaghan

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All Wales Quality Assurance Self-assessment

It is the duty of Local Health Boards to have in place arrangements for the purpose of monitoring and improving the quality of health care provision that they contract.

The NHS Regulations require all contractors to comply with such clinical governance arrangements as the Local Health Board may establish. "Clinical governance arrangements" mean arrangements through which the contractor endeavours to continuously improve the quality of its services and safeguard high standards of care.

The Regulations also require the contractor to establish and operate a practice-based quality assurance system. A "practice-based quality assurance system" should ensure:-

- Effective measures of infection control are used
- All legal requirements relating to health and safety in the workplace are satisfied
- All legal requirements relating to radiological protection are satisfied
- Any requirements of the General Dental Council in respect of continuing professional development of dental practitioners are up to date
- All staff have the required vaccinations
- Mechanisms are in place to continuously monitor and improve quality and patient safety

The Dental Public Health Team of Public Health Wales co-ordinates the all-Wales Quality Assurance Self-assessment (QAS) process on behalf of all Local Health Boards. Completion of your QAS enables you to comply with your contractual requirements.

The QAS assists practitioners in keeping up to date with current statutory requirements. It also assists NHS Wales to map healthcare services and to support planning as required by the National Assembly for Wales. It should be noted that failure to comply with certain regulations e.g. "IRMER" regulations (radiation protection compliance) is a criminal offence, and may be referred to the GDC.

It is STRONGLY advised that the online form is completed by yourself, but if not, by a senior member of your staff with whom you are advised to liaise closely. Please remember that the PROVIDER of the contract needs to verify the submission in the final section.

If you have any queries about the QAS form please contact your Local Dental Practice Adviser at the LHB in the first instance or email David.Hannington@wales.nhs.uk