

# Record Keeping

## A course for:

## Dentists, Hygienists, Dental Therapists & Dental Nurses

### Speaker – Dick Birkin

Originally a GDP in the North West Dick was a manager with the Dental Reference Service (NHSBSA Dental Services) for 24 years.

Dick has given evidence at over a hundred disciplinary hearings including many at the GDC and has written expert witness reports for both the prosecution and defence. He lectures widely on Regulations, Ethics, Quality and Record Keeping.

Most recently Dick was a Clinical Policy Adviser for the DRS where he worked closely with SHAs and PCTs in analysing data and managing risk.

Dick is currently the BDA Wales National Director and his role involves presenting to many students and Foundation Dentists

### Aims

- To give a step by step guide to what clinical records should contain
- To detail essential Dos and Don'ts in record keeping
- To motivate the dental team to improve record keeping

### Objectives

- To explain how NHS regulations require good record keeping
- To discuss recent legal NHS claiming precedents (Powys)
- To examine how not to record the consent process
- To make the dental team aware of how ATs and the BSA monitor GDP quality, performance and claiming abuse through clinical records
- To demonstrate the consequences if good records are not kept

### Learning Outcomes

- To encourage audit of record keeping
- To improve knowledge of relevant legislation
- To understand the legal precedent around obtaining valid consent
- To increase the involvement of the dental team in record keeping
- To improve record keeping

This course meets the education criteria set by the GDC and qualifies for 2 hours verifiable CPD

**Closing date: Wednesday 28th October 2015**

#### Venue:

MANDEC  
Higher Cambridge Street  
MANCHESTER  
M15 6 FH

#### Date:

Wednesday 25<sup>th</sup> November 2015

#### Time:

6.30pm - 8.30pm  
(Registration & refreshments from 6.00pm)

#### Cost:

NHS	£15.00
Non NHS	£30.00

#### Booking Information:

To book your place on this course please log on to your MAXCOURSE profile and follow instructions online

[www.maxcourse.co.uk/henw](http://www.maxcourse.co.uk/henw)

