

Date: 2 March 2015

Dear Colleague

**USE OF DENTAL PRESCRIPTION PADS BY SECOND PARTIES**

General Dental Practitioners (GDPs) included on the Dental List of the Health and Social Care Board (HSCB) are issued with a personal prescription pad shortly after obtaining their DS number. Some categories of GDP do not have a personal pad and will rely on the use of a colleague's pad to prescribe medication. These include:

- Assistants
- Locums
- Dental foundation trainees (DFTs)

The named dentist on the prescription pad (the accountable dentist) is responsible for the security of their personal prescription pad at all times.

All registered dentists have a duty of care to prescribe only within their competence, and if you allow a colleague to use your prescription pad, you must satisfy yourself that they have complied with this requirement.

If using another dentist's prescription, it is important not to deface or alter the dentist's name or cipher number on the prescription. Subsidiary prescribers should print their name beside their signature in the signature box. Details, including the prescriber's name, must be entered in the prescription log held in the practice for that particular pad.

When practices are employing assistants, locums or DFTs, they should complete Form Den Ph1 **before** the dentist commences work in the practice and return it to me at the address on this letter.

The form is available from the BSO website:

[www.hscbusiness.hscni.net/services/2371.htm](http://www.hscbusiness.hscni.net/services/2371.htm)

Yours sincerely

A handwritten signature in black ink, appearing to read "Gerry Cleary". The signature is written in a cursive style with a large, sweeping flourish at the end.

Gerry Cleary  
**Dental Adviser – West**