

BDA Good Practice

BDA GOOD PRACTICE: GETTING STARTED

Please visit BDA Good Practice at www.bda.org/goodpractice to access the resources and application forms.

1. Print the BDA Good Practice self-assessment

Download and print the practice self-assessment to guide you and your team through the requirements.

2. Appoint a lead person to co-ordinate the project

The lead person should set goals and monitor progress to ensure all the requirements have been met.

3. Plan monthly staff meetings to track your progress

Meetings should be held in practice time and you should aim to meet for at least an hour each month. Structure your meetings with an agenda and action notes, so everyone knows who is doing what and by when. Always start the meeting with the action notes from the last meeting – this way you will make sure that tasks are completed.

4. First staff meeting

At the first staff meeting, circulate copies of the BDA Good Practice Commitment to ensure that all team members are willing to work to adopt the statements. Explain what BDA Good Practice is about and what will be involved in working through the practice self-assessment. This will help you to keep your practice up to date with professional standards, as well as provide recognition for your commitment to quality care.

5. Set goals and think positively!

Agree a target month for completing the practice self-assessment, allowing four to six months to work through all the requirements. If you give yourself too long, the team can become disheartened and progression through the self-assessment may become too much of a challenge for team members.

6. Assign roles and responsibilities to each member of the team

Delegating allows you to improve efficiency as you work through the requirements and gives everyone a share in achieving membership of BDA Good Practice. Allocate responsibilities to people who are skilled in those areas – for example:

- Receptionists might lead on patient communication
- Dental nurses might lead on health and safety and infection control
- Dentists and the practice manager might lead on recruitment and training.

7. Create a system that works for you

As you work through the practice self-assessment and develop or refine your policies and protocols, create a filing system that makes sense to your team. Ensure that all team members have easy access to your policies and protocols.

8. When you have met all the requirements, submit your application

Download, complete and return the application form to the BDA together with the application and membership fees. The application assessment usually involves an on-site assessment by a BDA Assessor.

Membership fees are reviewed each year and published on the BDA website at www.bda.org/goodpractice.

9. Reward your team for their efforts

Reward your team throughout the process of working through the practice self-assessment and getting you to a position where you are ready to apply for membership. That's quite an achievement.

RENEWING YOUR MEMBERSHIP:

Membership is renewable each year and every three years you will be required to complete a re-application procedure similar to your first-year application.

Membership	Category
Year 1	Application / on-site assessment
Year 2 & 3	Renewal
Year 4	Re-application: on-site assessment / portfolio assessment
Year 5 & 6	Renewal
Year 7	Re-application: on-site assessment / portfolio assessment
Year 8 & 9	Renewal
Year 10	Re-application: on-site assessment / portfolio assessment
Year 11 & 12	Renewal
Year 13	Re-application: on-site assessment / portfolio assessment

All BDA members have access to BDA advice publications at www.bda.org/dentists/advice. BDA Expert membership provides access to more than 170 model policies and protocols to help you with all aspects of practice management.

Remember, we can offer email and telephone support to help you work through the BDA Good Practice self-assessment.