



SCOTTISH EXECUTIVE

Health Department
Workforce Directorate

Dear Colleague

ALLOWANCES FOR COMMUNITY DENTAL STAFF AND SALARIED GENERAL DENTAL PRACTITIONERS

Summary

1. This circular notifies the service of changes in the allowances payable to administrative dental officers, community dental staff and salaried general dental practitioners from 1 April 2006.

Action

2. Employers are asked to ensure that:
- the necessary arrangements are made to pay the allowances notified in the Appendix from 1 April 2006 as appropriate;
 - former employees are notified of any arrears of pay or expenses due to them; where their current address is in doubt, enquiries should be made to confirm it so that payment can be made;
 - Scottish Public Pensions Agency are notified of any increase in superannuable remuneration and contributions arising from the payment of arrears to former employees.
3. Details of what is required are set out below in the attached Annex and Appendix.
4. It should be noted that the levels of the allowances detailed in the Appendix to this circular have not increased from the levels which were payable from 1 April 2005. This circular, instead, notifies the services of changes to the qualifying criteria of certain allowances.

19 October 2006

Addresses

For action

Chief Executives, NHS Boards and
Special Health Boards

For information

Dental Director, NES
Members, Scottish Partnership Forum

Enquiries to:

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Out of Hours Allowance

5. The out of hours allowance has been revised and will now be paid on an “intensity” basis.

Remote Areas Allowance

6. The definition of “remote dentist” has changed. The new definition is explained in the Appendix to this circular. Dentists who were previously eligible for this allowance but are not eligible under the new definition will have their entitlement protected but this will be on a personal basis so long as they stay in the same post. Any new appointments to the same post will not be eligible for the allowance.

7. The salaried dentists who qualify for this allowance have already been identified. Boards should identify those community dentists who qualify using the postcode data provided by the Scottish Executive. In doing so, Boards will need to make a judgement as to the location or locations where a particular dentists delivers their clinical services paying special attention to cases where dentists provide services from mobile clinics. Community dentists who wish to seek further clarification on the data used to decide on their entitlement should approach their employing Board in the first instance who will provide them with the relevant information. Any disputes or queries which cannot be resolved by local HR departments should be referred to Colin Cowie at the Scottish Executive at the address above.

Vocational Training Allowance and General Professional Training (GPT) and Student Supervision Allowance.

8. These allowances are unaltered and are simply being reproduced here for ease of reference.

Enquiries

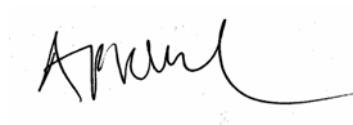
9. Employees should direct their personal enquiries to their employing NHS Board or Special Health Board.

10. Employers are asked to make their own arrangements for obtaining any additional copies of this Circular which are available on <http://www.show.scot.nhs.uk/sehd/pcs.asp>

Destruction Date

11. This Circular need not be retained more than 4 years after issue.

Yours sincerely



ALEX KILLICK
Associate Director for Workforce
Employment and Retention

**ALLOWANCES FOR COMMUNITY DENTAL STAFF AND SALARIED GENERAL
DENTAL PRACTITIONERS**

AGREEMENT

These changes have been approved by Scottish Ministers under Regulations 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (SI 1991 No 537) following consultation with representatives of the profession.

ALLOWANCES

Out of Hours Allowance

1. This allowance is payable to a salaried dentist¹ who provides out of hours emergency treatment to registered patients or takes part in an out of hours rota to provide such emergency treatment. Dentists receiving this allowance remain eligible to receive payment, as appropriate, for any service delivery.

2. The amount of allowance to be paid by an NHS Board to a salaried dentist per annum shall be:

(a) where a salaried dentist is required to provide out of hours emergency treatment as a single handed practitioner - £4,600. This allowance shall be paid monthly in arrears in 12 equal payments;

(b) where a salaried dentist shares duties as part of an out of hours rota the allowance shall be paid quarterly (eg 1 April to 30 June) in arrears based on the level of intensity in that quarter. There will be three levels of intensity:

High - 6 or more three hour sessions and/or 6 or more on call periods, as defined by the NHS Board, in a quarter.

Medium - between 3 and 5 three hour sessions and/or between 3 and 5 on call periods, as defined by the NHS Board, in a quarter.

Low - 1 or 2 three hour sessions and/or 1 or 2 on call periods, as defined by the NHS Board, in a quarter.

- A dentist with a high intensity of out of hours commitment within a given quarter will receive £900 that quarter;
- A dentist with a medium intensity of out of hours commitment within a given quarter will receive £600 that quarter;
- A dentist with a low intensity of out of hours commitment within a given quarter will receive £300 that quarter; and
- A dentist with no out of hours commitment in a given quarter will not receive any allowance for that quarter.

Remote Areas Allowance

3. The remote area allowance is payable to those salaried dentists classified as “remote dentists”. From 1 April 2006, the definition of a remote dentist is “a dentist who is employed by a Health Board to provide dental services on an island in Scotland or in an area which has less than 0.5 persons per hectare”.

4. The amount of allowance to be paid by an NHS Board where a salaried dentist has satisfied the condition in paragraph 3 above shall be: £4,500 per annum payable from 1 April 2006 to a dentist who has not yet completed 3 years continuous employment as a remote dentist and; £9,000 per annum to a dentist who has completed 3 years continuous employment as a remote dentist. Should the 3 years continuous employment referred to above be reached within the year, the higher rate would be payable from the date on which this occurs.

¹ For the purpose of this circular, “salaried dentist” means a dentist employed in the community or salaried GDS.

5. A salaried dentist who is employed otherwise than full-time as a remote dentist shall receive a pro-rata allowance calculated on the basis of a whole-time week of 37 hours.
6. Only one allowance shall be payable to a salaried dentist in a year.
7. This allowance will be paid monthly in arrears in 12 equal instalments.

Vocational Training Allowance

8. This allowance is payable to those basic grade salaried dentists who are vocational trainers and who supervise vocational trainees employed by an NHS Board. The conditions of entitlement for payment of the allowance are as follows:

- (a) the trainer is employed as a salaried dentist by an NHS Board;
 - (b) the trainer's application to act as a trainer in a vocational training scheme for general dental practice has been approved by the Postgraduate Dental Dean;
 - (c) the NHS Board has engaged a trainee under a contract of employment as an assistant who will be supervised by the trainer for a period of one year's full time employment (or an equivalent period of part-time employment) or for such additional periods, not exceeding three months' full-time employment or the part-time equivalent, as the Postgraduate Dental Dean has authorised as necessary for the completion of vocational training, and the trainee is for the time being employed by the NHS Board under such a contract; and
 - (d) the trainer agrees to meet all the conditions of the assessment system required for satisfactory completion as set down by NHS Education for Scotland.
9. The allowance to be paid to a salaried dentist who is a trainer is £3,500 per annum.
 10. Vocational training duties may be shared by salaried dentists, eg 2 part-time salaried dentists may supervise one vocational trainee between them. Those salaried dentists who supervise trainees on a part-time basis will be able to receive a pro-rata allowance calculated on the basis of a whole-time week of 37 hours.
 11. This allowance is only available to basic grade staff.
 12. The allowance will be paid monthly in arrears in 12 equal instalments.

General Professional Training (GPT) and Student Clinical Supervision Allowance

13. This allowance is payable to basic grade salaried dentists who undertake training/supervision duties with GPTs. The conditions of entitlement for payment of the allowance are as follows:

- (a) the trainer's application to act as a trainer in the VT/GPT training scheme for general dental practice or student training scheme has been approved by the Postgraduate Dental Dean/Clinical Director Community Dental Services;

(b) the trainer agrees to meet all the conditions of the training and assessment system required for satisfactory completion (VT/GPT) or for student teaching standards as set down by NHS Education for Scotland and the student academic supervisor;

(c) 'student' is defined as student dental therapist, student dental hygienist or dental undergraduate student.

14. The allowance to be paid to a dentist who undertakes training/supervision duties is £3,500 per annum. This allowance is payable on the basis of 40 full time weeks. Pro rata payments should be made on this basis.

15. This allowance is payable from the Community Dental Services budget and will be paid monthly in arrears in 12 equal instalments.

Split Posts

16. A dentist employed to provide both community and salaried general dental services, ie employed as both a CDS dental officer and salaried general dental practitioner in what is known as a "split" post, will not be entitled to receive double any relevant allowance, ie one allowance for each element of his/her post, but will be entitled to one allowance only. The allowance should be paid proportionately from the CDS and GDS budgets based on the split of the post.

17. Joint community dental service/general dental service post holders, ie those who receive a responsibility allowance for providing GDS for part of their time, are employees of the community dental service and as such the responsibility for paying any of the relevant allowances will rest with the community dental service.

Costs of Services

18. Other than the GPT/student supervision allowance detailed above, allowances for salaried general dental practitioners can be re-charged to the General Dental Services budget. Allowances for community grades should be payable from the Community Dental Services budget.