

CHOPRA & ASSOCIATES

Dental Surgeries



TERMS AND CONDITIONS

1. Each student and their mentor will be provided with a copy of the Terms and Conditions of this course; you are required to abide by these Terms and Conditions at all times. A copy must be kept in each students Individual Learning Plan & Personal Development Plan Folder

2. Terms & Conditions

- All students must have access to a computer with full internet access to participate in this course.
- Each student will be given theoretical (online and in surgery) and practical (in surgery and class taught) training, to assist them in gaining relevant knowledge to participate in the National Examination Board for Dental Nurses Examination. Please note that attendance / participation on this course does not guarantee a pass.
- The full cost of the National Examination is not covered by this course and is payable separately to the course provider upon the students application to the NEBDN National Examination. This applies to all entrance fees irrelevant of the number of examinations taken.
- Course fees refer to one 12 month course, from the signed date of application
- All students will be required to comply with Health and Safety, Practice Protocol, Practice Policy and Course Terms and Conditions, prior to and throughout the course. All students will abide by the confidentiality and equal opportunity policy guidelines as set by CQC
- Once a student's place has been secured on a course and full payment made, NO refund or substitution will be made under any circumstances.
- Persistent lateness to lessons / lateness in completion of coursework or failure to complete or attend the course will be brought to the attention of the student and their employers.
- Persistent lateness or absence may result in the exclusion from the remainder of the course (any 3+ occurrences in 12 months). Failure to comply with this will result in your place being terminated without further notice and without any grounds for a refund.
- As part of CQC *Outcome 14 Ensure that staff are properly trained, supervised and appraised*, lies solely with the mentor and employer at all times. They are required to ensure that ALL coursework is kept up to date and that the student is properly trained and has understood each section and procedure.
- It will be the students responsibility to inform the course Tutor in writing, if they are having any problems, with any aspect of the course either practical or theory.
- All course materials remain the property of Chopra & Associates under no circumstances will permission be given for any form of reproduction of any papers etc.
- Any threatening, abusive or discriminatory behaviour will not be tolerated, and will result in immediate exclusion from the course, without any grounds for a refund.
- From time to time it may be necessary, to alter the venue for the course. Any such changes will be notified in advance. It may be necessary to cancel / re-arrange a lesson at short notice, and under such circumstances all students will be given as much advanced notice as possible.
- If for any reason a student wishes to leave the course, this must be put in writing to the course tutor.
- It is required that ALL students must participate in a full DNSTART Induction Package prior to the full course (DNNET online) being undertaken. A pass mark of 75% or higher must be gained to progress to the DNNET.

- All employers/mentors are required to assist with the course by giving all students ongoing chairside and surgery training throughout the duration of the course.
- All students are required to have good standard of written and spoken English capabilities. A full online English and Mathematics assessment will be required to be completed successfully, prior to engagement of course.
- ALL Record of Experience Portfolio's (RoE) must be completed by the target dates. Failure to produce relevant work may result in postponement of entrance into the National Exam or in extreme circumstances expulsion from the course without grounds for a refund.
- It is a requirement of this course that students be employed within a dental surgery. If a student has self-funded the course and he / she leaves their current employment, they will be given three weeks to find alternative employment within a dental surgery to continue with the course.
- If an employer has funded the course for the student, and subsequently the students position on the course or their employment is terminated, Chopra & Associates will not be in a position to make any refunds or substitutions. You are recommended to have a course agreement in place with your employees.
- Employers / mentors are required to ensure that students are knowledgeable and kept up to date, and their practices compliant with and have policies relating to :-
 - HTM 01 – 05
 - Care Quality Commission
 - Information Governance
 - COSHH
 - RIDDOR
 - Health & Safety
 - CRB and Risk Assessments
 - Human Resources
 - Surgery Inspections

3. Queries / Comments and Suggestions Relating to these Terms and Conditions

4. Applicants and Mentors Details

Surname		First name(s)	
Preferred first name		Previous name (if applicable)	
Title (Mr/Mrs/Miss/Other)		Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of birth (dd/mm/yy)

I have read and understood the Terms and Condition of the Course with the Mentor named below and hereby sign to confirm that we agree to its contents

Applicants Signature		Date signed	
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Mentors Name		Contact telephone no	
Email address		GDC No	

I have gone through the Terms and Condition of the Course with the Applicant named above and hereby sign to confirm that we agree to its contents

Mentor's Signature		Date signed	
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