

Undertakings Frequently Asked Questions

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1. Why are some of my undertakings public and some private?

Most undertakings are public, which means we publish them on the public online register and disclose them to any person that requests them. There are some undertakings, particularly those that relate to a registrant's health, that are kept private. We do not publish these undertakings on the public online register, and we do not disclose these to any party without prior consent from the registrant.

2. What's the difference between a workplace supervisor and a reporter?

A workplace supervisor is responsible for overseeing the registrant's clinical work and must make themselves available to provide advice or assistance on a daily basis should it be required. They will give helpful and constructive feedback to the dentist or DCP and will review the registrant's clinical practice throughout the period of supervision, meeting on a regular basis for case-based discussions. The workplace supervisor must provide regular reports about the registrant's progress, with the frequency of these reports determined by the agreed set of undertakings. They do not need to be based at the practice for the standard level of supervision. If close or direct supervision has been agreed, then the workplace supervisor must be based at the same practice as the registrant.

A reporter is responsible for providing non-clinical reports to the GDC on a number of areas, which include but are not limited to; confirming that the registrant is complying with their undertakings, confirming whether there have been any complaints received against the registrant and confirming the registrant's progress towards their remedial activities. They do not need to be based at the same practice as the registrant, but they can be.

More information on these roles can be found in the GDC's *Glossary of Terms* which can be found on the [Undertakings](#) page on our website.

3. Can a workplace supervisor and a reporter be the same person?

Yes, the GDC approved workplace supervisor and reporter can be the same person if this is deemed appropriate and/or is referred to in the undertakings.

This would not be considered appropriate, however, if it is stated in the agreed set of undertakings that the same person must not carry out both roles.

4. What does 'close' or 'direct' supervision mean when referred to in my undertakings?

This relates to the level of supervision that the workplace supervisor must provide.

More information regarding the different levels of workplace supervision, including 'close' or 'direct', can be found in the GDC's *Glossary of Terms* which can be found on the [Undertakings](#) page on our website.

5. If I work for more than one employer, do I need a workplace supervisor and/or reporter approved at each location where I work?

This will depend on the level of supervision that has been agreed in your set of undertakings. If the standard level of supervision has been agreed then you would normally only need one workplace supervisor approved. If the level of supervision agreed requires the workplace supervisor to be based at the same practice as you, then you will need a workplace supervisor approved at each location that you work.

There does not need to be more than one approved reporter.

More information on these roles can be found in the GDC's *Glossary of Terms* which can be found on the [Undertakings](#) page on our website.

6. Can the GDC approve a workplace supervisor or reporter in advance of returning my signed undertakings form?

The GDC can give **provisional** approval for workplace supervisors and reporters in advance of the signed undertakings being returned. **Final** approval can only be given once the Case Examiners have made their final decision to confirm that the set of undertakings have been agreed. The final approval will be communicated to you by the Case Examiner Support Team in their outcome letter.

7. How do I obtain provisional approval for a workplace supervisor or reporter?

In order to obtain provisional approval you will need to provide the Case Examiner Support Team with the following information to allow a suitability assessment to be carried out on the nominee:

- A signed copy of the Reporter or Workplace Supervisor Agreement Form that will be sent out with the offer of undertakings letter;
- An up to date CV;
- The contact details of the nominated registrant.

8. Why can't my nominees receive final approval straight away?

The GDC needs to be satisfied that there have been no changes in circumstance and the nominee remains suitable to carry out the role from the date that your undertakings commence. In order to do this, a final suitability assessment will take place once your set of undertakings receive final agreement from the Case Examiners.

9. I am aware that the GDC will carry out a conflict of interest check when assessing the suitability of my nominees. What constitutes a conflict of interest?

There is no exhaustive list of what constitutes a conflict of interest, examples would include, but are not limited to; a personal relationship (such as a relation or partner) or having combined business interests.

10. My undertakings have been confirmed by the Case Examiners and they are now live but I do not yet have GDC approved reporters or workplace supervisors in place. Do I have to stop working?

Yes. At the point the undertakings are agreed by the Case Examiners all of your undertakings are live. If there is a requirement for a reporter and/or workplace supervisor in your undertakings, you must get approval from the GDC for the individuals you nominate to act in these roles before you recommence work.

11. I have returned my signed undertakings and am waiting for the Case Examiners to make their final decision. Do I have to stop working whilst I wait to hear back?

No. You may continue to work as you normally would until you receive notification from the GDC that your undertakings have commenced.

The signed undertakings that you return to the GDC will be sent to the Case Examiners for final agreement and to confirm the date that they start. If there is an existing Interim Order in place relating to this case, the Case Examiners will revoke the order at the point of final agreement.

12. How do I make contact with a Postgraduate Dental Dean?

You should visit the UK Committee of Postgraduate Dental Deans and Directors website at <http://www.copdend.org/> and follow the links for your local deanery contact details. Each area of the UK has their local deanery contact details available on this website.

13. Can the Postgraduate Dental Dean or their nominated deputy be the same person as my reporter or supervisor?

No. The role carried out by the Postgraduate Dental Dean or their nominated deputy is different to that of the reporter or workplace supervisor. It is not appropriate for a Postgraduate Dental Dean or their nominated deputy to act as a reporter or workplace supervisor for you and therefore you should not nominate them for these roles.