**Protocol for patient notification if their dentist leaves the practice**

The departing dentist and/or practice should notifying patients of the change, including if possible details of the named dentist who will become responsible for their continuing care ( including gender, date of registration and dental qualifications)- if this is not possible –then what provision is being made for the patients continuing care within the practice .

Patients should be aware that they have a choice in accepting or declining the provision of continuing care that is being made available to them they may for example wish to see another dentist within the practice

Ideally 3 month notice should be provided.

Patients can be notified by letter

By email

On the practice web site

On social media

Placing a notice at the door and/or in the waiting room about the change that is about to occur,

All of the above should include an effective date (“Dr. Smith will no longer be with this practice effective from \_\_\_\_\_\_. He/She will no longer be taking new patients as of \_\_\_\_\_.” And details of who will be responsible for continuing care)

The practice should establish a “cut off” date after which the departing dentist will not be able to provide follow up care