**2F 11** **Duty Holders**

The entitler must complete appendix 2 of the Employers written procedures for each member of staff to be entitled. The Entitler will decide whether the evidence presented is sufficient for each individual to be entitled in the role of practitioner, operator, and/or referrer for dental exposures .see Appendix 1 - They will maintain an up-to-date record of qualifications, training, and tasks for each entitled practitioner and operator.

 A separate page is required for all individual duty holders.

**Appendix 2**

Example Tasks for entitlement as a Duty Holder under IR(ME)R at XXXXX Practice

|  |  |
| --- | --- |
| Name of Duty Holder  | Job Title |
| Qualification(s) and date obtained |  |
|   |  |
| Registration Number | Date last checked  |

|  |  |
| --- | --- |
| **Referrer tasks at XXXXX Practice** | **Assigned as competent** **Date & signature/initials of duty holder** |
| Refer for all dental examinations (excluding CBCT) |   |
| Refer for Cone Beam CT dental examinations |  |

|  |  |
| --- | --- |
| **Practitioner tasks at XXXXX Practice** | **Assigned as competent** **Date & signature/initials of duty holder**  |
| Competent to justify requests for all dental examinations |  |
| Competent to justify requests for cone Beam CT dental examinations |  |

|  |  |  |
| --- | --- | --- |
| **Operator tasks at XXXXX Practice** | **In training** | **Assigned as competent** |
| **Date & signature/initials of duty holder and assessor** | **Date & signature/initials of duty holder and assessor** |
| Competent to carry out patient identification |   |   |
| Competent to undertake all dental examinations  |   |   |
| Competent to undertake OPT/Lat Ceph exposures |  |  |
| Competent to undertake cone beam CT exposures |   |   |
| Competent to process dental films |  |  |
| Competent to process digital images |  |  |
| Competent to change chemicals in a dental processor |  |  |
| Competent to clinically evaluate all dental examinations undertaken at practice |   |   |
| Competent to clinically evaluate all dental examinations undertaken outwith the practice |  |  |
| Competent to clinically evaluate cone beam CT dental examinations |  |  |
| Competent to carry out quality assurance on equipment |   |   |
| Entitled by |  Date  |
| Name of Entitler |  Date  |
| Signature of Duty Holder (DH) |  Date  |
| IR(ME)R procedures read by DH |  Date |