

## PATIENT INFORMATION LEAFLET

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|---------------------------------|--|
| Name of establishment or agency | Radyr DC LTD                                   |
| Address and postcode            | 3 Station Road<br>Radyr<br>Cardiff<br>CF15 8AA |
| Telephone number                | 02920843658                                    |
| Email address                   | hannah@radyrdental.co.uk                       |
| Name of Registered Manager      | Paul Jones                                     |
| Name of Registered Provider     | Dr Paul Jones                                  |

### Summary of the Statement of Purpose

Radyr Dental is part of the **Knights Group** a network of 10 high-quality dental practices across Wales and the surrounding regions. We provide a wide range of dental care to both **private patients**, with a focus on clinical excellence, compliance, and patient wellbeing. As a regulated service, we are fully registered with **Healthcare Inspectorate Wales (HIW)** and committed to achieving the highest standards across all our practices.

The Responsible Individual (RI) Paul John Jones is a statutory leadership role under HIW regulations, representing the Knights Group as the registered provider for this practice. The RI plays a critical role in ensuring the practice is compliant with legislation, delivers safe and effective care, and maintains strong governance structures in line with both NHS and private service requirements.

The RI will work in collaboration with the practice team, group leadership, and external regulators to uphold and continuously improve the standard of care across the practice and support group-wide consistency in compliance.

**The RI Paul John Jones Key Responsibilities are to :-**

- Act on behalf of the Knights Group as the Responsible Individual registered with HIW for Radyr Dental.
- Ensure compliance with the Regulation and Inspection of Social Care (Wales) Act 2016, Private Dentistry (Wales) Regulations, and relevant NHS contractual obligations.
- Liaise regularly with HIW, Local Health Boards, and internal group leadership to ensure best practices are implemented.
- Collaborate with other RIs and practice managers across the Knights Group to support consistency in compliance, reporting, and quality assurance.
- Lead or support regulatory inspections, internal audits, and risk reviews.
- Monitor implementation of safeguarding protocols, infection control, staff training, and other clinical governance processes.
- Ensure effective communication between practice teams and the Knights Group leadership to escalate concerns or identify improvements.
- Contribute to the strategic development of regulatory frameworks across the group.

The surgery undertakes general dental services which includes:

- The diagnosis and treatment of dental disease including caries and periodontal disease;
- Treatment of oral trauma
- Providing dental restorations
- Dental extractions
- Radiographs (taking and diagnosing)
- Soft tissue screening
- Emergency/on-call visits

The practice opening hours:

Monday - 9:00am-5:00pm

Tuesday - 9.00am-5:00pm

Wednesday - 9.00am-5:00pm

Thursday - 9:00am-5:00pm

Friday - 9:00am-5:00pm

Saturday - Closed

Sunday – Closed

The practice does not tolerate any violence or abuse directed towards our staff. Any violence or abuse will be dealt with strictly.

Our practice takes all complaints seriously. Details of our complaint's procedure can be found in our Statement of Purpose or requested from our reception team.

For Private and Dental plan patients please call 07950461395

### STAFF DETAILS

*Please provide the following details for all dentists and DCPs at the practice*

| Name            | Position             | Relevant qualifications / experience                   |
|-----------------|----------------------|--|
| Dr Paul Jones   | Principle Dentist    | BDS (Cardiff) – 9 years' experience of dental practice |
| Tyla Newman     | Business Manager     | GDC registered Dental Nurse                            |
| Carly Turner    | Business Manager     | GDC Registered Dental Nurse                            |
| Hannah Martin   | Practice Manager     | GDC registered Dental Nurse                            |
| Sarah Down      | Dentist              | GDC registered Dentist                                 |
| Oliver Thomas   | Dentist              | GDC registered Dentist                                 |
| Rory Dewhurst   | Dentist              | GDC Registered Dentist                                 |
| Bethan Davies   | Dentist              | GCD Registered Dentist                                 |
| Tanya Bashford  | Dental Nurse         | GDC registered Dental Nurse                            |
| Hannah Snook    | Dental Nurse         | GDC registered Dental Nurse                            |
| Bethan Thomas   | Trainee Dental Nurse |  |
| Madison Coleman | Receptionist         |  |

### PATIENTS VIEWS

*How do you seek patient's views on the services / treatments you provide?*

We run in-house surveys

We find out what patients:

- like about the practice
- what they feel could be improved and
- what it is really like to receive dental care at the practice

It helps us to understand better what our patients expect from us and can generate ideas on how services can be redesigned to meet patients' needs more closely; for example, are patients interested in treatments we do not currently provide.

Our questionnaires are designed to be as short and as simple as possible and we avoid jargon.

Sometimes, we use tick boxes, which makes it easier for patients to respond and simplifies our analysis system.

After these consultations, we let the patients know what we have found out and what we intend to do as a result.

We put this feedback - and our associated actions - in practice newsletters, on the website and it is also posted on notices at the practice.

We feel that this demonstrates our commitment to keeping them informed and involved in the practice.

## **DEVELOPMENT AND TRAINING**

We are committed to employing the right people with the right skills for the duties that they are required to undertake. We identify all the skills available within the practice, ascertain when update training may be required, and where skills may be lacking and, therefore, where and when further training may be required

To identify the specific training needs of an individual, we conduct annual appraisal and development reviews and explore the most appropriate way of providing it eg at practice meetings, one-day or part-day seminars, or formal training courses involving assessments and/or examinations.

Individuals may also identify training they would like/need and can request the practice for support, with each request being considered on its merits.

## OTHER ADDRESSES

*Provide the address and telephone number for each of the premises used for the purposes of carrying on a dental care practice by the registered provider.*

We operate out of:-  
3 Station Road Radyr  
Cardiff  
CF15 8AA  
029 2084 3658

Brecon Dental Care  
12 Castle Street,  
Brecon  
Powys  
LD3 9BU  
Tel : 01874 623357

Cyfarthfa Dental Care  
Rookwood House  
Gwaelodygarth Lane  
Merthyr Tydfil  
CF47 8EX  
Tel: 01685 379501

Taf Dental Care  
18 Morgan Street  
Pontypridd  
CF37 2DS  
Tel : 01443 400600

Ferndale Dental Care  
27 High Street,  
Ferndale  
CF43 4RH  
Tel: 01443 732030

Abertillery Dental  
3 Somerset Street  
Abertillery  
NP13 1DJ  
01495 212445

Gwaelod-Y-Garth Dental  
Ground Floor  
Ynys Bridge Court  
River House  
Cardiff  
CF15 9SS  
029 2002 7730

Brynmawr Dental  
89 Bailey Street  
Brynmawr  
NP23 4AN  
01495 310646

Severn Dental  
Riverside Court  
Beaufort Park Way  
Chepstow  
NP16 5UH  
01291624534

#### **ARRANGEMENTS FOR ACCESS TO THE PRACTICE**

We can communicate and contact patients via telephone, email, letter as well as in person at the surgery. Access to the practice is within normal trading hours of Monday 9:00am-5:00pm, Tuesday 9.00am-5:00pm, Wednesday 9.00am-5:00pm, Thursday 9:00am-5:00pm and Friday 9:00am-5:00pm.

For Private and Dental plan patients please call 03001020247

#### **PATIENT RIGHTS AND RESPONSIBILITIES**

**We will:**

- Provide patients with the standard of care that we would expect to receive ourselves
- Communicate with patients in a courteous, friendly, professional manner and make sure you receive full information about our services
- Provide you with a treatment plan and estimate of costs for each new course of treatment and no treatment will be undertaken without the patient's full and specific consent
- Listen to your views and learn from them
- Ensure that we keep our professional skills and knowledge up to date.
- Respect our patients' confidentiality at all times
- Make you aware of our policy for collecting fees and requests for payment will always be made courteously
- Make you aware of the practice policy for dealing with complaints and all complaints will be treated sympathetically and according to the agreed procedures.
- Provide any emergency treatment required during practice hours as soon as is reasonably practicable

In return, we would like you to:

- Participate in your dental treatment, particularly any advice about prevention and diet that we have asked you to continue at home
- Arrive on time for your appointment - please give the practice at least 24 hours' notice if you are unable to keep your appointment
- Treat our staff courteously, as they will do their best to help meet your needs

**ACCESS TO PATIENT INFORMATION**

*Provide details of persons who have access to patient information and the patients' right in relation to disclosure of such information.*

All requests for access to personal information or information about the practice should be passed to Dr. Paul John Jones.

Personal information is any information, note or record from which an individual can be identified, and the Data Protection Act allows individuals to request access to personal information about themselves.

The request must be made in writing (including by email) and the individual making the request should describe the type of information that they require with specific dates. The request must include the patient's name, address etc so we can be certain that the person asking for information has the right to request access to the records

The requested information will be provided within 40 days of receiving the original request or confirming the individual's identity

We can make a charge for certain issues and may apply a £10 fee for records held on computer, or a £50 one for records held manually, including non-digital radiographs

We will provide the information in an intelligible form and where copies of dental clinical notes are provided, these will be accompanied by an explanation.

Where information about the practice is requested (under the Freedom of Information Act for NHS services), we have a practice guide to information available and a model publication scheme

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| <b>Date Patient Information Leaflet written</b> | 12/09/2025    |
| <b>Author</b>                                   | Hannah Martin |

## **PATIENT INFORMATION LEAFLET REVIEWS**

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| Date Patient Information Leaflet reviewed |  |
| Reviewed by                               |  |
| Date HIW notified of changes              |  |

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