

PATIENT INFORMATION LEAFLET

Name of establishment or agency	Taf Dental Care
Address and postcode	Forge House, 18 Morgan St, Pontypridd CF37 2DS
Telephone number	<u>01443</u> 400600
Email address	info@tafdental.co.uk
Fax number	
Name of Registered Manager	Dr Paul Jones
Name of Registered Provider	Dr Paul Jones

Summary of the Statement of Purpose

Information to include:

- *The kinds of treatment, facilities and all other services provided;*
- *Opening hours;*
- *Arrangements for urgent or out of hours care;*
- *Dealing with patients who are violent or abusive to staff;*
- *Dealing with complaints.*

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)
- OPT radiography
- Soft tissue screening
- Emergency/on-call visits
- Orthodontic assessment and treatment
- Dental implants and bone augmentation procedures

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 NHS patients requiring emergency help or advice outside of the practice opening hours, please ring 111.

For Private and Dental plan patients please call 07950461395

STAFF DETAILS

Name	Position	Relevant qualifications / experience
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Dr. Paul John Jones	Principal Dentist	BDS (Cardiff) – 9 years' experience of dental practice
Tyla Newman	Business Manager	GDC registered Dental Nurse,
Justine Jakeway	Practice Manager	GDC registered Dental nurse.
Joshua Scaife	Dentist	GDC registered Dentist
Kelson Mathias	Dentist	GDC registered Dentist
James Roberts	Dentist	GDC registered Dentist
Rana Mabrouk	Foundation Dentist	GDC registered Dentist
	Foundation Therapist	GDC registered therapist
Wendy Parfitt	Receptionist	GDC registered nurse
Kylie Clarke	Receptionist	GDC registered nurse
Lisa Edwards	Dental Nurse	GDC registered nurse
Marian Morgan	Dental Nurse	GDC registered nurse
Jo Dowdall	Dental Nurse	GDC registered nurse
Kerrie Markey	Trainee Nurse	In training
Krystal Brett	Trainee Nurse	In training

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

Arrangements for the appropriate development and training of employees.

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

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:-

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

Severn Dental
Unit 1B
Beaufort park way
Chepstow
NP16 5UH

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

Cyfarthfa Dental Care
Rookwood House
Gwaelodygarth Lane
Merthyr Tydfil
CF47 8EX

Tel: 01685 379501

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

Brynmawr Dental
89 Bailey Street
Brynmawr
NP23 4AN
01495 310646

Abertillery Dental
3 Somerset Street,
Abertillery,
NP13 1DJ
01495 212445

Gwaelod-Y-Garth Dental
Ground Floor, Ynys Bridge Court,
River House.

Gwaelod-Y-Garth,
CF15 9SS
02920 027730

Radyr Dental
3 Station Road,
Radyr,
Cardiff,
CF15 8AA
02920 843658

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-7.00pm, Wednesday 9.00am-6.00pm, Thursday 9:00am-5:00pm and Friday 9:00am-5:00pm. Outside of these hours emergency advice and care can be sort by contacting one of the following options

For NHS patients requiring emergency help or advice outside of the practice opening hours, please ring 111.

For Private and Dental plan patients please call 07950461395

PATIENT RIGHTS AND RESPONSIBILITIES

Provide information on the rights and responsibilities of patients including keeping appointments.

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

Date Patient Information Leaflet written	07/05/2024
Author	Justine Jakeway

PATIENT INFORMATION LEAFLET REVIEWS

Date Patient Information Leaflet reviewed	15/04/2026
Reviewed by	Justine Jakeway
Date HIW notified of changes	

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