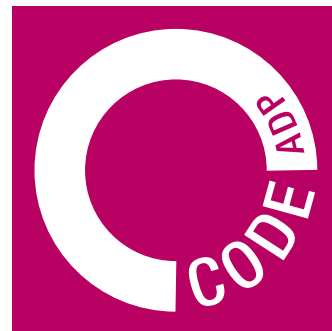
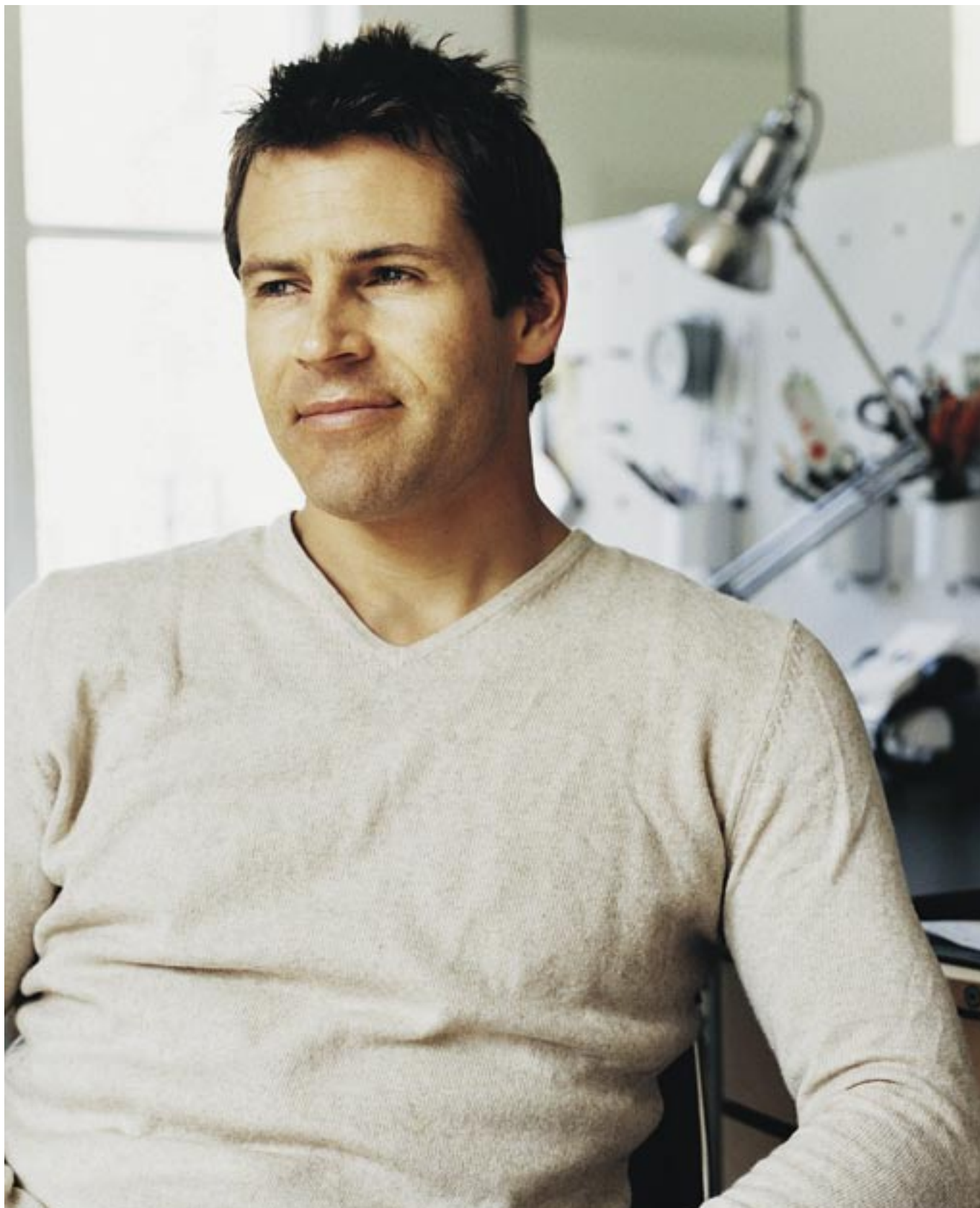


# THE ASSOCIATION FOR DENTAL PRACTICE

Advice, guidance and support for dental practice owners and managers



CODE THE ASSOCIATION FOR DENTAL PRACTICE TAKE CONTROL OF YOUR FUTURE



## TESTIMONIALS

"I recently joined CODE on a colleague's recommendation and immediately phoned the office helpline when I experienced a personnel problem at my practice that I just didn't have the knowledge to tackle confidently. With the assistance of CODE the matter was resolved quickly.

The CODE templates and HRM templates, provided free to members, are extremely useful when recruiting new staff and for management of existing members of your practice team."

**TRACEY JARRETT** BDS (Lond)

"I have been a member of CODE since 1999 and I have found the helpline extremely useful for all the trials and tribulations of running a dental practice. The Management Modules give me the tools I need to simplify practice management."

**NANA ACHEAMPONG** LDSRCS (Eng) MFDS RCS (Eng) MFGDP (UK) DPDS (Bristol)



"I find the CODE membership services and Clinical Governance Made Simple really helpful and the CODE compliance modules very simple to implement. My PCT wrote to me after my practice inspection complementing my practice management and organisation systems."

**NICK BENGER** BDS (Lond)

"As one of the founding members of CODE, I am delighted with the help and support I have received for over 20 years. CODE's excellent contracts, policies and other useful templates helped in managing my team and my business."

**KAMLESH SACHDEV** DiplmpDent RCS (Eng) LDS RCS (Eng) BDS (Lond) MFGDP(UK)



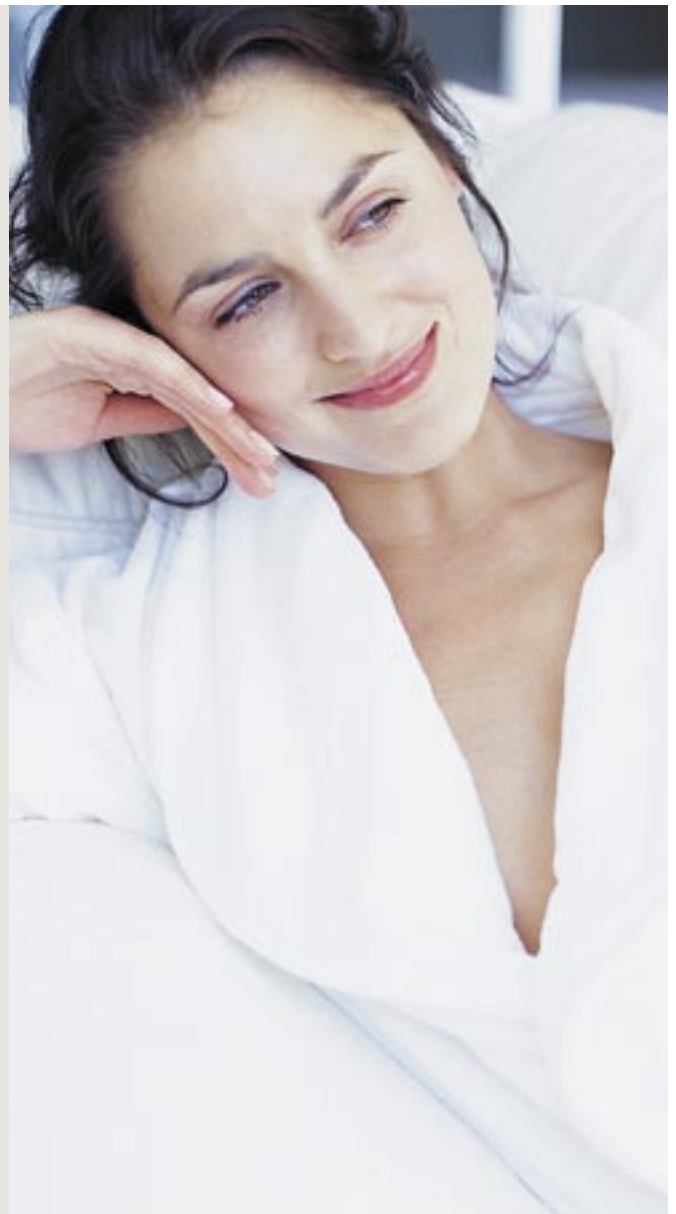
"Dentalign is a group of 10 Orthodontic practices based in the South East of England. We have been a member of CODE for a number of years and have used them on numerous occasions over this period. I have found their advice and manuals very helpful, always kept up to date, on a regular basis. If we need a quick answer Tanya is always on hand to obtain a response. I would have no hesitation in recommending their services."

**PATRICK TURLEY** MANAGING DIRECTOR OF DENTALIGN ORTHODONTICS LTD



"CODE contracts are robust and I am glad I am a member!"

**HITEN PATEL** BDS (Bristol)



## JOIN TODAY AND START ENJOYING THE BENEFITS

CODE membership costs:

£345 per year

Plus a one-off joining fee of £125

If you cannot pay by direct debit there will be an additional administration charge of £35 per year

All fees include VAT

Corporate rates apply if you have more than four practices, please call for details

Call 01409 254 354

Email [info@CODEuk.com](mailto:info@CODEuk.com)

Web [CODEuk.com](http://CODEuk.com)

You can download an application form from the website



## MAKING LIFE BETTER FOR DENTISTS

- Be supported by the CODE team with the members' helpline. If our advisors can't answer your question, we know a professional who can
- Save time and money with the CODE Management Modules ready-made solutions for modern practice management
- Gain discounts on supplies, telephone calls, credit card services, printing and more with the CODE buying group
- Benefit from FREE Tax Investigation Insurance
- Develop the team with seminars and training to enhance patient services and increase profitability
- Limit risks by adopting CODE contracts for associates, assistants, hygienists, nurses and staff
- Stay up to date through timely information on new regulations and legislation
- Be in touch, read the members' magazine 'face2face'
- Develop private practice with a tailor-made dental plan and patient finance from CODEplan
- Join the Association for Facial Aesthetics, to benefit from the support of colleagues experienced in skin rejuvenation techniques and to access to a wealth of information on facial aesthetics
- Gain the confidence that comes from being part of the leading association for dental practice owners

## THE BENEFITS OF MEMBERSHIP

CODE ADP provides advice, information, contracts and guidance designed to support those who have the responsibility of owning or managing a practice

### Advice and support

Every day the helpline assists members with practice management issues, from employment disputes, contracts and recruitment to NHS negotiation, compliance and clinical governance. If you are starting, buying or selling a practice, refurbishing, marketing or expanding CODE can help.

### Legal helpline

CODE members benefit from a free legal helpline provided by First Assist. The areas covered include employment and contractual disputes.

### Save time and money with the Management Modules

The Management Modules are a comprehensive, easy to follow suite of information, standards and solutions for dental practice management.

### Minimise risk with CODE contracts

Our contracts have been tried and tested. Approved by lawyers, there are agreements for self-employed and employed team members, including associates, assistants, hygienists, therapists and staff. A solid contract is the most important management tool, it can reduce the likelihood of a dispute and secure goodwill.

### Benefit from FREE tax investigation insurance

Members enjoy free insurance to cover the cost of a tax investigation which involves their dental practice. The limit of indemnity is £75,000 any one claim. The policy excess is NIL in respect of Full Enquiries and VAT disputes and £500 in respect of Aspect Enquiries.

### Save money with the CODE buying group

CODE members save up to 16.5% and benefit from a rebate of up to 3.5% on dental supplies from The Dental Directory, there is a 40% discount on new extinguishers from Chubb Fire and 10% on branding, printing and marketing products. There is also a 5% saving on seminars and training, a discounted telephone call scheme and a special deal from Lloyds TSB for credit card services. Our experienced lawyers offer a specially negotiated rate to assist you with employment and contractual disputes.

### Gain new patients from CODE web site referrals

The CODE website CODEuk.com and the AFA website the-FACE.co.uk have dedicated patient sections, each with a 'find a practitioner' facility for new patient referrals to members.

### Set up and maintain compliance with Clinical Governance Made Simple

The Clinical Governance Made Simple (CGMS) kit leads you to compliance in 24 easy steps. The system can be run by a practice manager, it provides the tools to set up and maintain a quality management system. A new CGMS kit is sent to subscribers each year.

### Review salaries, fees and associate percentages with free benchmarking

Each year we carry out an anonymous benchmarking survey to gather financial information from members. The results provide an insight into staff salary levels, treatment fee rates, UDA values and other financial parameters that are invaluable for business planning.

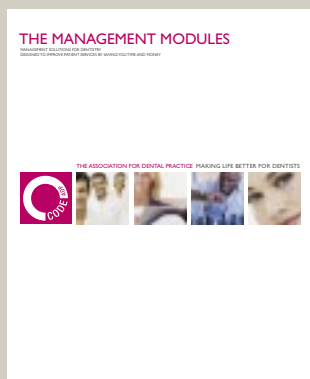
### Join like-minded colleagues in the Association for Facial Aesthetics CODE AFA

CODE AFA represents practitioners who provide skin rejuvenation treatments such as botulinum toxin, dermal fillers, laser treatments and chemical peels, it sets standards for patient care and acts as a contact and resource point for both dentists and patients. The AFA runs seminars and hands-on training, provides advice and support to members as well as representation to the profession. Please visit the-FACE.co.uk for further information.

CODE and CODEplan are appointed representatives of HFIS plc who are authorised and regulated by the Financial Services Authority.

## THE MANAGEMENT MODULES

The modules are a comprehensive reference manual of practice management solutions. They are regularly updated and are available to download from the members' section of the website.



Below is a selection of the modules

### BUSINESS MANAGEMENT

Organising your Management System  
Financial Guidelines  
Claiming Expenses Against Tax  
Patient Accounts and Debt Management  
Managing Patient Complaints  
Record Keeping  
Data Protection  
Internet and E-mail Usage  
Information Publication Scheme Template

### HUMAN RESOURCE MANAGEMENT

A Guide to Human Resource Management  
Personnel Record Form  
Staff Job Descriptions  
Continuing Professional Development  
An Overview of Employees' Rights  
Staff Induction  
Staff Appraisal  
Guidance on Grievance and Disciplinary Procedures  
Criminal Record Bureau Checks  
Working Time, Holidays and Rest Breaks  
Practice Policies and Procedures

### CONTRACTS

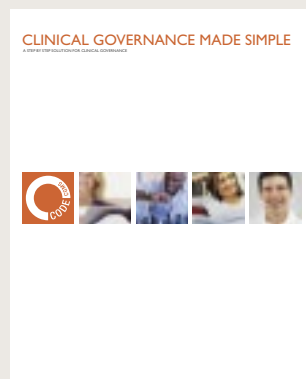
Associate Agreement (GDS)  
Assistant Dentist Agreement (GDS)  
Hygienist/Therapist Agreement  
Provider Performer Agreement (nGDS)  
Orthodontic Provider Performer Agreement (nGDS)  
Staff Terms and Conditions of Employment

### HEALTH AND SAFETY

Accident Reporting  
Medical Emergencies  
First Aid Facilities  
Infection Control  
Personal Protective Equipment  
Fire Safety  
Control of Substances Hazardous to Health (COSHH)  
The Storage and Dispensing of Prescription Drugs  
Waste  
Mercury Management  
Equipment  
Lasers  
Pressure Vessels  
Safe Use of X-rays  
Manual Handling  
Welfare Arrangements  
Asbestos Management  
Safety Signs  
Smoking  
Stress  
Violence and Aggression at work  
The Disability Discrimination Act  
Young People at work  
Arrangements for New & Expectant Mothers  
Child Protection  
Prevention and Public Health

## CLINICAL GOVERNANCE MADE SIMPLE (CGMS)

This is an easy-to-use, jargon free kit that contains the tools required to set up and run a quality management system.



Nationally accepted standards are incorporated into the following CGMS standards:

- 1 Patient satisfaction
- 2 Treatment standards
- 3 Staff management
- 4 Practice management
- 5 Health and safety
- 6 Infection control
- 7 The safe use of x-rays equipment
- 8 Emergency procedures
- 9 Documentation and certificates
- 10 Audit and review

The CGMS kit consists of:

- An organiser containing the 24-step guide, with meeting agendas and action points
- The Internal Practice Audits, a set of practice health checks
- A ready-made clinical audit template
- Additional modules and forms for clinical governance
- A CD containing all of the documents and forms
- Downloads from the CODE website

## HOW TO SUBSCRIBE

CGMS is available to CODE members for a one-off joining fee of £235, plus £17.63 per month for updates and a new kit each year (fees include VAT). You can join over the phone on 01409 254354, or send an application form, downloadable from the website [CODEuk.com](http://CODEuk.com), to CODE, 5a Stanhope Square, Holsworthy, Devon, EX22 6AP

## CODE AFA – THE ASSOCIATION FOR FACIAL AESTHETICS

CODE AFA represents practitioners in the field of non-surgical skin rejuvenation. It is developing standards, provides management information and acts as a reference point for those who are running a facial aesthetics practice. With support from the Board of experienced professionals, CODE AFA holds seminars and hands-on training in skin rejuvenation techniques.



### CODE AFA members benefit from

- Association with other forward-thinking practitioners in this field
- Representation to the profession
- Dedicated reference modules on the facial aesthetics business and treatments
- Information on the latest advances in skin treatments and techniques
- Support from the AFA Board, who are experienced practitioners in this field
- Helpline
- Discounts on courses and hands-on training
- Patient referrals from the AFA website the-FACE.co.uk
- Members' magazine 'face2face'
- Discounts on marketing and management products

### Facial Aesthetics Modules (selection)

- Developing a facial aesthetics practice
- Marketing botulinum toxin treatments
- Professional indemnity insurance for skin rejuvenation treatments
- Botulinum toxin
- Dermal fillers
- Sculptra
- Glycolic acid skin peel
- Retinoic acid

### CODE AFA full day hands-on courses, maximum of 8 delegates per trainer

- Botulinum toxin
- Dermal fillers
- Advanced botulinum toxin for the lower two thirds of the face
- Lip masterclass, lip sculpture with dermal fillers
- Chemical peels

### CODE AFA Seminars

- The Line of Beauty
- Skin structure, ageing, analysis and disease prevention
- Cosmeceuticals



CODEuk.com



The-FACE.co.uk



CODEuk.com



CODEplan.co.uk

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