

Complete a practice standards audit questionnaire

Notes :

After each practising cycle, we randomly select practitioners to complete a practice standards audit questionnaire. We will email you if you have been selected.

You can access the practice standards audit questionnaire in two ways:

- Access from the [email link](#) we send you (page 01 of this document).
- Access from the [dashboard](#) of your practitioner portal (page 03 of this document).

Once you have started an audit questionnaire, you can save it and it will then appear on your 'In progress' list of forms. You can return to a form and make changes at any time.

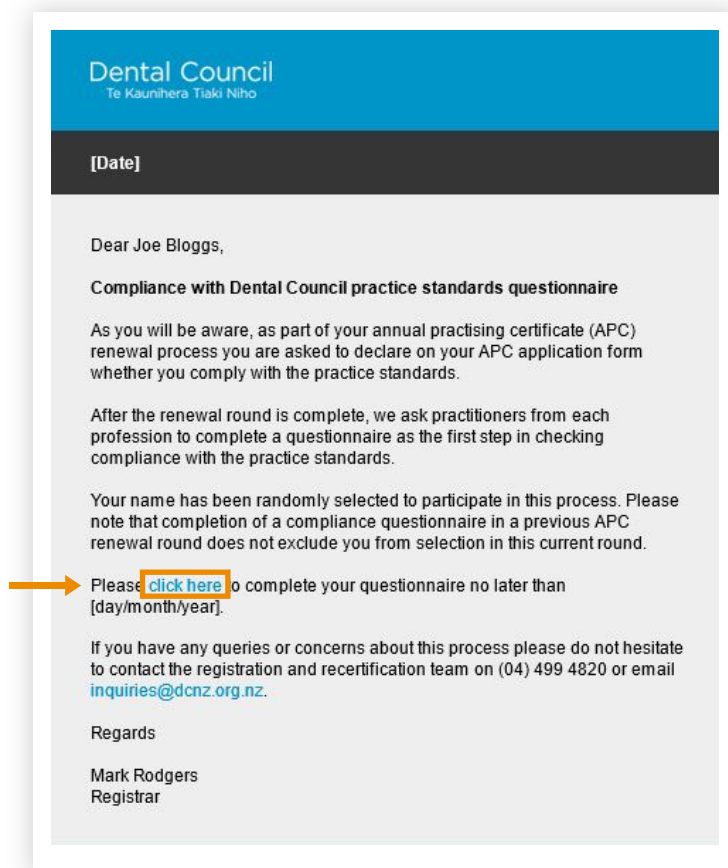
Once you have completed and submitted an audit questionnaire it will appear on your 'Completed' list of forms (with a PDF file you can download) and remain there for your future reference.

Access from email link

Step 01: Email message

You will receive an **email** from the Dental Council advising that you have been randomly selected to complete a practice standards audit questionnaire.

- Open the email and **click the link** provided to complete your questionnaire.



Step 02: Log in

- 1 Log in to the practitioner portal using your email address and password.
- 2 If you have forgotten your password, click 'Forgotten your password?' and follow the steps for [Reset the password for your practitioner portal](#).

Practitioner portal

Log in

From here you can access our online services.

Email

Password

[Log in](#) [Forgotten your password?](#) [Want to apply for registration?](#)

Step 03: Start your questionnaire

The questionnaire you need to complete will open automatically.

- 1 Click on 'Start your questionnaire' and proceed to complete the form.

Welcome

Introduction Informed consent Patient records and information Infection prevention and control Working relationships

Transmissible major viral infections Advertising Professional boundaries Medical emergencies Sedation P1

Questionnaire on compliance with practice standards

You have been selected to answer questions about how you comply with the Dental Council's practice standards. Each section in the form relates to a particular practice standard. A link to the practice standard will be available on each page for reference purposes.

If you answer 'No' to any question, please provide either an explanation or attach a supporting document, explaining the reason for you not complying with the particular obligation, how you will rectify this and a timeframe when this will be achieved.

If you have any questions about this audit, please contact us by [email](#) or phone +64 4 499 4820.

[Start your questionnaire](#)

Access from the dashboard

Step 01: Log in

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- 2 If you have forgotten your password, click 'Forgotten your password?' and follow the steps for [Reset the password for your practitioner portal](#).

Practitioner portal

Log in

From here you can access our online services.

Email

Password

[Log in](#) [Forgotten your password?](#) [Want to apply for registration?](#)

Step 02: Dashboard tiles

- Click the 'Practice standards questionnaires' tile from the dashboard.

Welcome

This is your dashboard. Click on the tiles below to update your details or submit applications to the Council.

Practising intentions
Indicate your intentions (i.e. apply for APC, retention or removal) for the next practising year. You can also request to change your current practising intention at any other time.

Applications
Complete registration application forms.

Change my details
Update your name, address or contact details.

Invoices
Access your invoices, make payments and download receipts.

Certificates
Apply for certificates (e.g. certificate of good standing, or registration certificate). You can also download and print issued certificates (e.g. APC or new registration certificate).

Practice standards questionnaires
Complete your practice standards questionnaire.

Step 03: Audit response

- Click on the 'Audit response' (blue link) under the 'In progress' heading and proceed to complete your audit questionnaire.

You can complete a practice standards self-audit before a practice audit site visit, or at any time, to check compliance with the Council's practice standards.

Practice standards questionnaires

Form	Date	Actions
Audit response	10 Sep 2018	Delete