

# Accept or decline a professional peer relationship

## Notes :

Use this guide if you have been nominated by another practitioner to act as their professional peer.

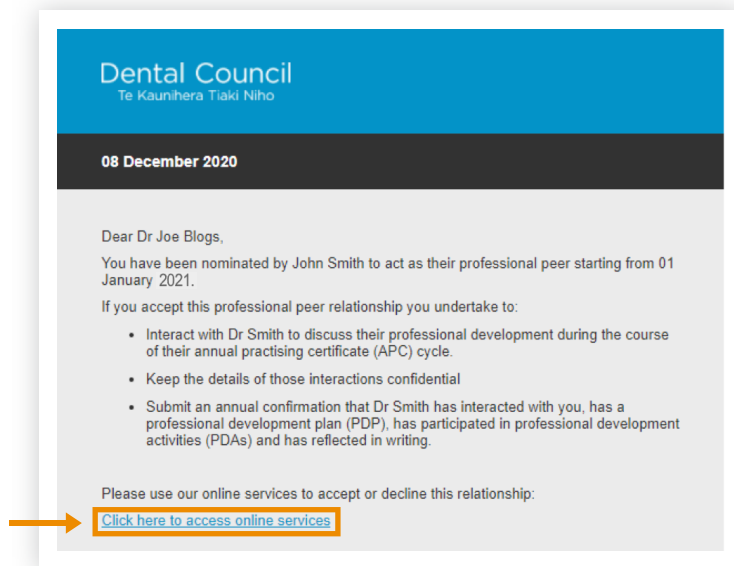
## Access from email link

### Step 01: Email message

You will receive an email from the Dental Council:

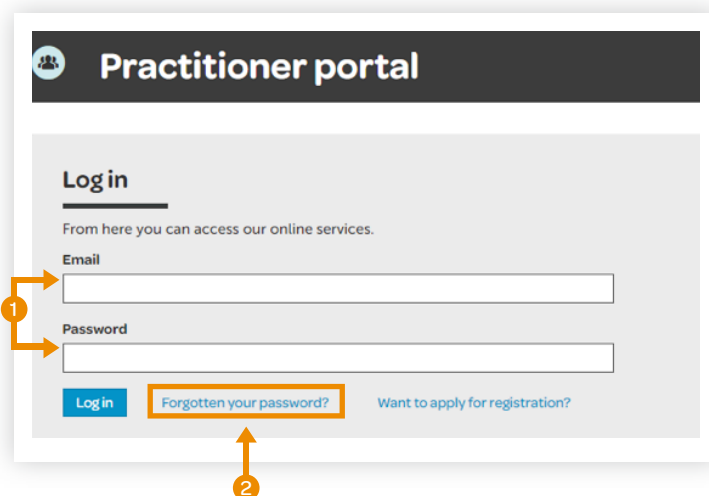
- advising that you have been nominated to act as a professional peer for another practitioner
- requesting that you accept the nomination.

Open the email and click the link to access our online services.



### Step 02: Log in screen

- 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 steps 3 and 4 of [Setting \(or resetting\) your password](#) for the practitioner portal.



## Step 03: Choose practitioner

The 'Manage peer relationships' screen will open

- 1 Click the **practitioner's name** (blue link) who has nominated you to act as their professional peer under the 'In progress' heading.

If more than one practitioner has nominated you then you will see a list of all nominations you have received.

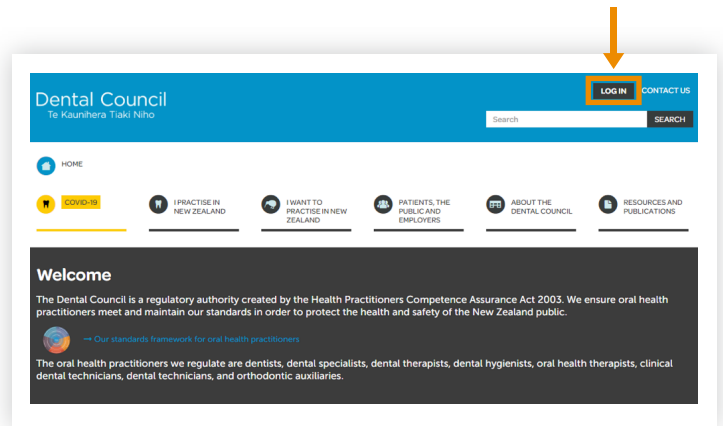
## Step 04: Complete and submit form

- 1 The form will contain pre-populated details of the practitioner who nominated you. Please **check the details** are correct.
- 2 Complete the form to either **accept** or **decline** professional peer relationship.
- 3 Click 'Submit'.

# Access from the dashboard

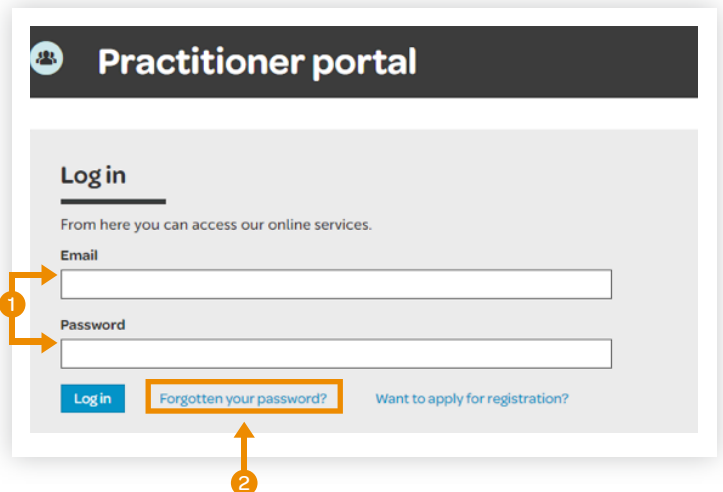
## Step 01: Log in from website

- From the [Dental Council website](#) (any page). Click the 'LOG IN' tab on the banner (top right of the page).



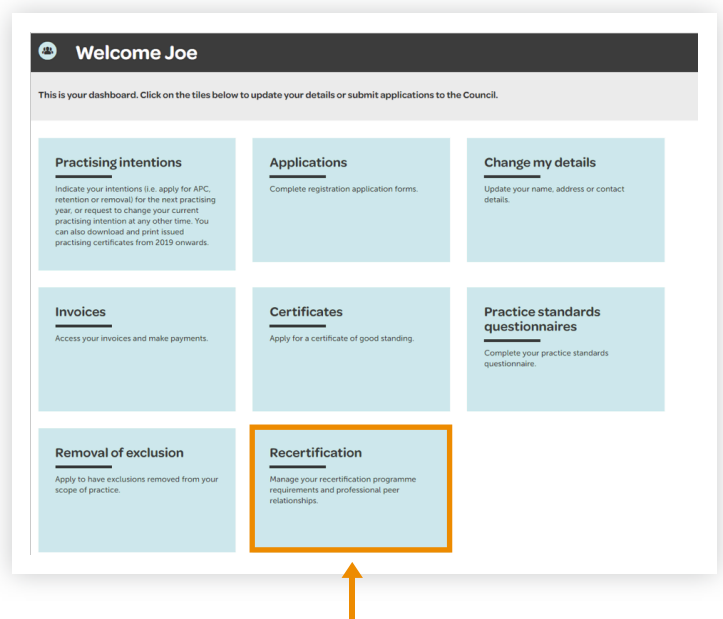
## Step 02: Log in screen

- 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 3 and 4 of [Setting \(or resetting\) your password](#) for the practitioner portal.



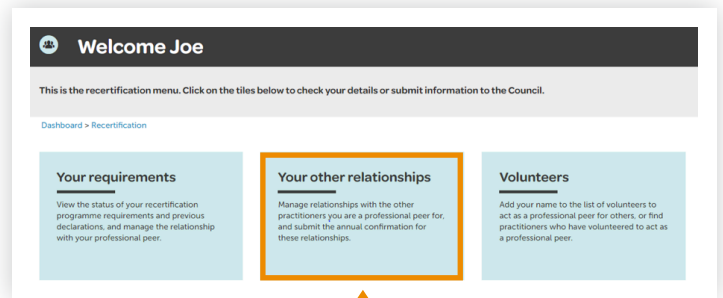
## Step 03: Dashboard tiles

- Click the 'Recertification' tile from the dashboard.



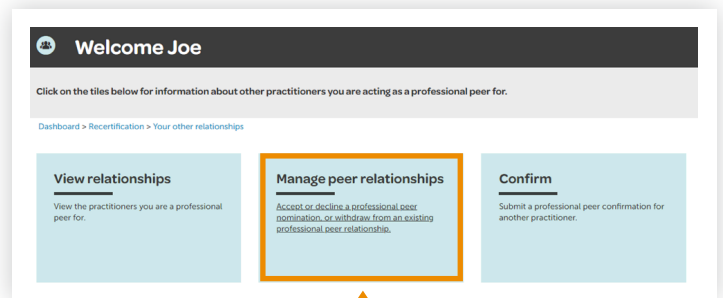
## Step 04: Recertification tiles

- Click the 'Your other relationships' tile.



## Step 05: Your other relationships tiles

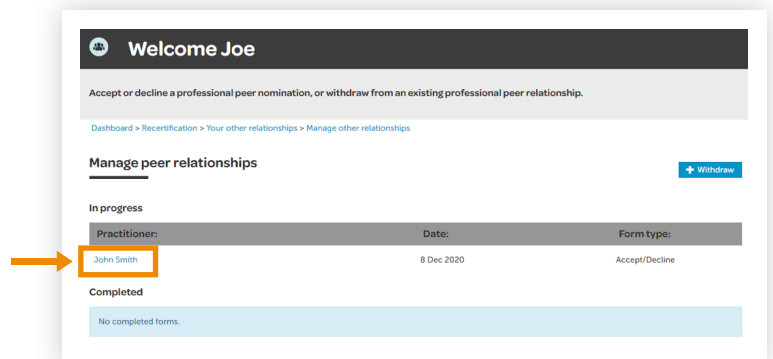
- Click the 'Manage peer relationships' tile.



## Step 06: Choose practitioner

- Click the **practitioner's name** (blue link) who has nominated you to act as their professional peer under the 'In Progress' heading.

If more than one practitioner has nominated you then you will see a list of all nominations you have received.



## Step 07: Complete and submit form

- 1 The form will contain pre-populated details of the practitioner who nominated you. Please **check the details** are correct.
- 2 Complete the form to either **accept** or **decline** professional peer relationship.
- 3 Click 'Submit'.

Accept / decline relationship

### Practitioner details

**Person ID**  
23097

**Name**  
John Smith

**Relationship status**  
Nominated

**Confirmation status**  
Not yet due

**Relationship start date**  
01/01/2020

**Relationship end date (optional)**

### Accept / decline

If you accept this professional peer relationship you undertake to:

- Interact with the practitioner to discuss their professional development
- Keep the details of those interactions confidential
- Submit an annual confirmation that the practitioner has:
  - interacted with you
  - a professional development plan (PDP)
  - participated in professional development activities (PDAs)
  - reflected in writing on their professional development.

**Do you accept this professional peer relationship?\***

☐ Accept  
☐ Decline

**Submit**