

DUBLIN DENTAL HOSPITAL

in association with
Diagnostic Imaging,
UCD School of Medicine and Medical Science



Certificate in Dental Radiography

APPLICATION PROCESS & COURSE OUTLINE

2025

APPLICATION PROCESS

CLOSING DATE

The closing date for receipt of completed 1st stage applications (online application & supporting documentation) is 4pm on Friday 20th September 2024.

Late submissions will not be accepted.

ACCEPTANCES

Applications are accepted based on i) the entry criteria, ii) payment of non-refundable application fee and iii) receipt date of complete application.

APPLICATION

Please ensure that you **take the time to carefully read all of the following instructions in full for how to complete all parts of the application process.**

Failure to complete the forms correctly may result in your application being rejected.

1. Application fee

Applications are not reviewed until **payment of the €40 non-refundable application fee** has been confirmed.

2. Application form

The online Application form for the dental radiography programme must be completed in full, along with all the required supporting documentation uploaded to the online form.

To access the online application form, please go to:

<https://www.dentalhospital.ie/education/postgraduate-programmes/taught-postgraduate-programmes/certificate-in-dental-radiography>

- scroll down to & click on 'Application Form January 2025'

Applications

Applications are currently open for the Certificate in Dental Radiography 2025.

To apply to the programme:

- i. Please **read all parts** of Application Process & Course Outline 2025.

After reading the Application document, please complete the online application form below.

- ii. **Click here to complete the online Application Form January 2025:** [education/postgraduate-programmes/taught-postgraduate-programmes/radiography-form](https://www.dentalhospital.ie/education/postgraduate-programmes/taught-postgraduate-programmes/radiography-form) and click Submit.
- iii. After completing the online application, you **MUST:** i) print, ii) complete all parts of and iii) upload the **Supporting Documentation 2025** to the online form

Paper applications will not be accepted.

If you have any queries in relation to filling out the online application form, please email: DentalNurseTutor@dental.tcd.ie

The online application form and submissions of the supporting documentation must be completed by **4pm on Friday 20th September 2024.**

Important: Please note application for this course does not guarantee an offer for a place on the course.

Contact Details

For more information, or to add your name and email to the Mailing List for January 2026 please email: DentalNurseTutor@dental.tcd.ie

You will then be taken to the following online application form:



Please allow some time to firstly read & review all details & requirements of the application form.

3. Before completing the online application form, you must i) print, and ii) complete the **Supporting Documentation 2025**. Ask your Supporting Dental Practitioner to complete Page 2 of the Document in handwriting.
4. It is important to complete **all** details of **the online application form** in one sitting.

When completing the online application form, enter the information required and **check that all the information is correct before submitting the online form**.

It is recommended to complete the online application form on a laptop or a computer.

An automated email may be sent to your email address to confirm submission of the online application form.

Paper and/or posted applications will not be accepted.

If you have any queries in relation to completing the online application form, please email DentalNurseTutor@dental.tcd.ie

All parts of this, the 1st stage of application that include: i) the online application form with ii) all the completed supporting documents must be submitted by 4pm on Friday 20th September 2024.

To ensure that your application is completed in full:

- i) Complete all parts of the **online application form** (available on the dental hospital website – *please ensure to click Submit*). Paper applications will not be accepted.

And

- ii) Ensure **all** of the following requirements in the **Checklist Application Items** below are completed.

Checklist of Items needed for the Application

To ensure that this, the 1st stage of your application is completed in full: Complete all of the following requirements in the Checklist below, and upload a pdf/scanned copy of the documents listed below (2-4) to the online application form.

Please upload each document as one document file, in PDF format. Failure to do so may impact your application. Multiple separate pages cannot be uploaded to the online form.

- 1. Payment** of €40.00 non-refundable application fee.
- 2. Copy of dental nursing/hygiene qualification**
- 3. Copy of proof of current registration with the Dental Council of Ireland** for period up to 31st August 2025. If waiting for registration certificate send proof of renewal/new registration from 1st September 2024 (receipts of online payment will be accepted until submission of copy of new registration certificate for 1st September 2024 onwards) and a copy of the previous Dental Council registration certificate.
- 4. Copy of all pages of the current license of radiography equipment** in your dental surgery (and associated conditions if applicable).
- 5. Signed and completed Practitioner Declaration of Support** (see Supporting Documentation).

Please note that should there be a change of employer from the time of application, the application may be withdrawn. Places on the programme are based on the support of the dental practitioner and details of the radiography equipment in the dental practice.

Should there be a change of employer and/or you are no longer employed in the dental surgery outlined in the application, the information in your application becomes void and your place on the programme may no longer be secure.

Do not upload photographs of/or multiple pages of the completed supporting documents. One PDF document, only will be accepted.

If the non-refundable Application Fee (€40) is not paid, the application is not considered for viewing or processing.

If there are any of the items listed above in the Checklist, missing from the application, it will be deemed incomplete and not eligible to be considered for the next stage of application and/or an offer of a place on the programme.

Important: Please note application for this programme does not guarantee an offer of a place on the programme.

When sending emails to DentalNurseTutor@dental.tcd.ie please ensure to add these details to the email:

- i. in subject line, a reference to the course: Dental Radiography 2025
- ii. a salutation, iii) your name and iv) the purpose of the email.

Course Outline

Programme Overview

The Certificate in Radiography is a programme designed for dental professionals currently working in dental surgeries in Ireland who hold a recognised (Dental Council of Ireland) dental nursing or dental hygiene qualification.

This programme is delivered online and supported by face-to-face teaching in your dental surgery and practical sessions in the dental hospital. A computer and internet connection is essential with high speed/broadband connection.

Programme Duration

The programme is 6 months in duration.

Entry Requirements

The following requirements are necessary for entry to the certificate programme:

- Students must hold a recognised dental nursing or dental hygiene qualification that satisfies entry onto the Dental Council of Ireland's voluntary register for dental nurses or register for dental hygienists. Proof of (i) qualification and (ii) Dental Council of Ireland registration are required.
- All students require ongoing support from their employing dental practitioner to supervise their practical training and fill in their record of experience throughout the programme. This support must be verified by signature of the supervising dentist.

Programme Award

Registered candidates who have successfully completed:

- All required examinations and assessments of the programme,
- The record of clinical experience in the exposure of dental radiographs, verified by your employing practitioner to the satisfaction of the programme tutor,
- Attend all practical sessions as set out by the programme tutor

will be awarded a Certificate in Dental Radiography awarded by the Dublin Dental Hospital in association with Diagnostic Imaging, UCD School of Medicine and Medical Science.

Course Structure

The candidate must be employed throughout the duration of their study. Dentist support, supervision, access and exposure to specific radiography equipment, and Portfolio of Experience assessment are essential to complete the programme. If for any reason employment ceases, or employer changes, the student must inform their course tutor. A time period appropriate to the situation will be allowed to the student to resume employment.

Course delivery

All academic sessions (lectures, demonstrations, and tutorials) will be delivered using a range of appropriate teaching methodologies.

All course materials will be available through the programme website (except the textbook, which is included when the course fee is paid). Computer and Broadband internet access are essential for undertaking this programme. Students must also have the internet browser: Google Chrome updated to the latest version on their computer as well as PowerPoint or a PowerPoint viewer.

The programme runs from January to June each year.

Each student must have a valid email address.

Attendance at all workshops and/or face-to-face meetings are compulsory and no student will be granted permission to be exempted.

Assessment

The programme is assessed on a continuous basis using a combination of online formative assessments, completion of the necessary practical technique training session, a portfolio of experience and a final examination. Students are required to successfully complete online assessments every two weeks.

Students are required to complete a portfolio of experience, which is a record of their skills, knowledge and clinical experience gained in the workplace over the programme's duration, which must be submitted for assessment to the Dental Hospital. This record is completed under the supervision of the supervising dentist and any time may be requested by the course tutor for review at any time.

Programme Fee

The programme fee is €1,150. This fee is inclusive of the core textbook.

Practical Sessions

Attendance at all practical sessions is mandatory.

Students are required to attend Practical sessions in the Dublin Dental University Hospital that may be held over four to five Saturdays during the programme.

Students may purchase their own XCP x-ray positioning kit (film holders) at cost of approx. €100.00 and may bring to all practical sessions and for use throughout the duration of the programme.

Vaccinations

In accordance with the current Dental Council of Ireland Guidelines, vaccination against the Hepatitis B virus (HBV) is strongly recommended for all clinical dental personnel. Vaccination is also advised against tuberculosis, poliomyelitis, diphtheria, and tetanus.

Criteria for a complete application:

The first part of application to the Certificate in Dental Radiography is made up of 2 stages.

Criteria for the 1st stage of application:

- 1. All parts of the Online Application form are completed in full and submitted online.**
- 2. All required documents are uploaded to the online application form:**
 - dental nursing/hygiene qualification
 - proof of current registration with the Dental Council of Ireland for period up to 31st August 2025. If waiting for registration certificate, proof of renewal/new registration from 1st September 2024.
 - a copy of all pages of the current license of radiography equipment in your dental surgery (and associated conditions if applicable)
 - the completed and signed Practitioner Declaration of support
- 3. Payment of €40 non-refundable application fee** - via the online application form
no later than 4pm Friday 20th September 2024.

Details of all applications received will then be reviewed for eligibility for the next stage of application.

The following details will also be reviewed for consideration of a course place:
i) the radiography equipment in the dental practice, ii) access to & availability for students to expose all required radiographs listed on the form.

2nd stage of application:

Should an application meet all of the required entry criteria in the 1st stage of the application (as listed above) the applicant may receive **an email** seeking the remaining requirements for the 2nd stage of application (as outlined below).

For the 2nd stage of application, applicants will be asked to submit the following additional personal information:

- 1. Original Laboratory Blood test results for the 3 blood results listed.**
These must be dated within six months of applying for the programme.
- 2. Proof of Identification** – a copy of passport or Driver's Licence
- 3. Additional details** for the student record, such as **any Special Needs**

These requirements will need to be submitted within a few weeks of the date of the email (or letter) issued to the applicant.

Further details will be sent by email about the 2nd stage of application in October. Please regularly check your Junk/Spam email folder.

Please note: that should the number of *complete* applications (1st stage & 2nd stage) received exceed the number of places available for the programme, places will be offered on a first-come first served basis.

Applications without all three blood tests may not be considered for a place on the programme.

Application to the programme does not a guarantee an offer of a place on the programme.

Blood Test Results:

Candidates must provide the following **three blood test results** (laboratory copy of 1-3 below) **as part of the 2nd stage of application**. Other blood test results are not required and are not to be submitted.

Do not submit the blood test results as part to the 1st stage of application. They are not required at this the first stage of application.
Please wait until you are asked to submit your blood test results.

If an applicant sends a copy of their blood test results earlier than requested, the sensitive data/ email will not be reviewed and will be deleted as per GDPR regulations.

- 1. Proof of non-infection with Hepatitis B.** This must be dated within six months of applying for the programme. Candidates should ask their GP to carry out the following tests: **HBsAg and HBcAb. The result should be negative.** (In the presence of positive HBsAg or positive HBcAb, a negative HBeAg and negative HBV-DNA viral load result will be required).
- 2. Proof of non-infection with Hepatitis C.** This must be dated within six months of applying for the programme. Candidates should ask their GP to carry out the following tests: **Hepatitis C antibody test. The result should be negative.** (In the presence of a positive Hepatitis C antibody test result, a negative PCR test for hepatitis C RNA will be required).
- 3. Proof of Hepatitis B immunity.** This must be dated within six months of applying for the programme. Candidates should ask their GP to carry out the following test: **anti-HBs. The result should be greater than 10mIU/mL.** (If the result is less than 10mIU/mL, please contact please contact your GP to discuss a Hepatitis B Booster vaccination.)

Candidates should print and/or show the above requirements to their GP to ensure that **all three blood tests** are carried out. Failure to provide any of the above may result in the application being rejected.

A copy of the original Laboratory results is required; a GP surgery printout is not acceptable.

Applications without all three blood test results may not be considered for a place on the programme.

Please wait until you receive a request to submit your blood test results as part of the 2nd stage of the application.