

**Case Reports Portfolio**

**Patient Information Sheet**

**Request**

I would like to ask permission to use your data in a Case Reports portfolio that I am submitting to the College of General Dentistry, as part of a professional assessment that I am undertaking.

Before you decide if you would like to agree, please take time to read the following information carefully and, if you wish, discuss it with others such as your family, friends or colleagues.

My contact details can be found at the end of this information sheet. Please feel free to contact me if there is anything that is not clear or if you would like more information before you make your decision.

I would like to reassure you that your standard of care and options of treatment will not be affected whether you agree to the use of your data in my Case Reports portfolio or not.

**What is the purpose of the Case Reports portfolio.**

I am submitting a selection of cases that I have treated to the College of General Dentistry as part of a professional assessment that I am undertaking. The Case Reports portfolio provides evidence to the College of my clinical skills.

**Why have I been chosen?**

You are being asked for the use of your data because the previous treatment that I provided to you is relevant for the Case Reports portfolio that I am submitting to the College.

**What will happen to me if I take part?**
If you agree to being included in my Case Reports portfolio, you will be asked to complete the consent form which will provide permission for your data to be used. Nothing further will be asked of you.

 **Do I have to agree?

No.** It is up to you to decide whether or not you wish to agree to be included in my Case Reports portfolio, and no element of your care will be affected if do or do not decide to agree to my request.If you do decide to participate, you will be asked to read a series of consent statements regarding the use of the your data. If you agree to the conditions, please mark each of the boxes with your initials, and then sign at the bottom to confirm your consent. You would still be free to withdraw your consent at any time up until your data has been anonymised and your identifiable data removed. After your data has been anonymised, it may not be possible to extract your data from the Case Reports portfolio, as identifiable data will have been removed. If you are unable to agree, please do not complete or sign the consent form.

**Will my taking part in this study be kept confidential?

Yes.** Your data will be made anonymous as soon as logistically possible, before submission of the Case Reports portfolio to the College.

Personal data (such as your name and contact details) will be completely removed as soon as practicable.Your data will be stored electronically on a secure encrypted mobile device, password protected computer server or secure cloud storage device.

To ensure quality control, the College of General Dentistry may need to access your data to check that the data has been used accurately. Should this be required, at the stage of data release you will be informed, and your personal data will be treated as confidential by the individuals accessing your data.

**What are the possible benefits of taking part?**There are no direct benefits to you of taking part in my Case Reports portfolio.

**What are the possible risks and burdens of taking part?**

As you are providing access to pre-existing data, I feel there is minimal risk to you in being part of my Clinical Cases portfolio.

In terms of burden, your agreement will only require the amount of time to read this information sheet and complete the consent form.

**What will be included in the Case Report?**The following data from your previous treatment may be included in the Case Reports portfolio:

* X-rays
* Photographs (which will be de-identified by masking of your eyes)
* Clinical records
* Descriptions of your treatment, including any complications
* Casts of your teeth
* Impressions of your teeth
* Digital scans of your teeth
* Your CBCT scan (the 3-dimensional x-ray that was taken)
* Digital files of your case planning

<add or delete items in this list as appropriate>

**Expenses and payments**There are no expenses or payments being provided for your agreement.

**Who is acting as data controller for the Case Reports portfolio?**Both the College of General Dentistry and I are acting as data controllers. Your data will be used only for the purposes of the Case Reports portfolio submission and assessment, and any necessary audit.

**What if I have a concern about my agreement?**If you have any concerns about your agreement to be included in my Case Reports portfolio, please speak to me and I will do my best to answer your questions. My contact details can be found at the end of this information sheet.

**My contact details**
<enter your name, professional email address, and your work telephone number here – we advise against the use of personal email addresses or telephone numbers>

**Thank you for taking the time to read this Patient Information Sheet.**