

Manual on how a person can  
**APPLY FOR A LICENSE TO  
OPERATE A DENTAL CLINIC**

**BASIC INFORMATION**

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From time to time the process to apply for a license may change, so there will be regular updates of this manual. The aim is to provide increased access to online information.

## Table of Contents

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Introduction	1
General information	2
Applying for a licence	4
The licensing process	6
The premises to be used as a dental clinic	7
The work station	8
Lavatory facilities	9
Equipment used during dental procedures	10

# 1. Introduction

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The inspectorate within the Healthcare Standards Directorate monitors, inspects and regulates services to make sure that dental clinics meet fundamental standards of quality and safety. The names of licensed dental clinics are published on the website so that the public is aware as to which establishments are licensed and thus have reinforced procedures for patient safety. This list can be accessed through <https://deputyprimeminister.gov.mt/en/hcs/Pages/health-care-standards.aspx>.

The Directorate puts the health of the public at the centre of its work and strives to be rigorous, fair and consistent in its approach. The aim of this document is to provide basic information to any person applying for a license to operate a dental clinic.

## 2. General information

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- a. In Malta, dentistry is regulated through the [\*Health Care Professions Act \(Chapter 464\)\*](#);
- b. Dental services are to be performed ONLY by registered dental surgeons, and where permitted by law by registered dental hygienists under the prescription of a registered dentist;
- c. To practice as a dentist in Malta one must be qualified and registered with the Medical Council of Malta;
- d. As stipulated by the Medical and Kindred Professions Ordinance, the premises within which a dentist can practice needs to have a valid license issued through the Superintendence of Public Health;
- e. The licensing office for dental clinics is within the Health Care Standards Directorate at the Health Regulation Department;
- f. Opening hours are from 7am till 2.45pm Monday to Friday;

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**Further information can be accessed from**

<https://deputyprimeminister.gov.mt/en/hcs/Pages/health-care-standards.aspx>

### 3. Applying for a license

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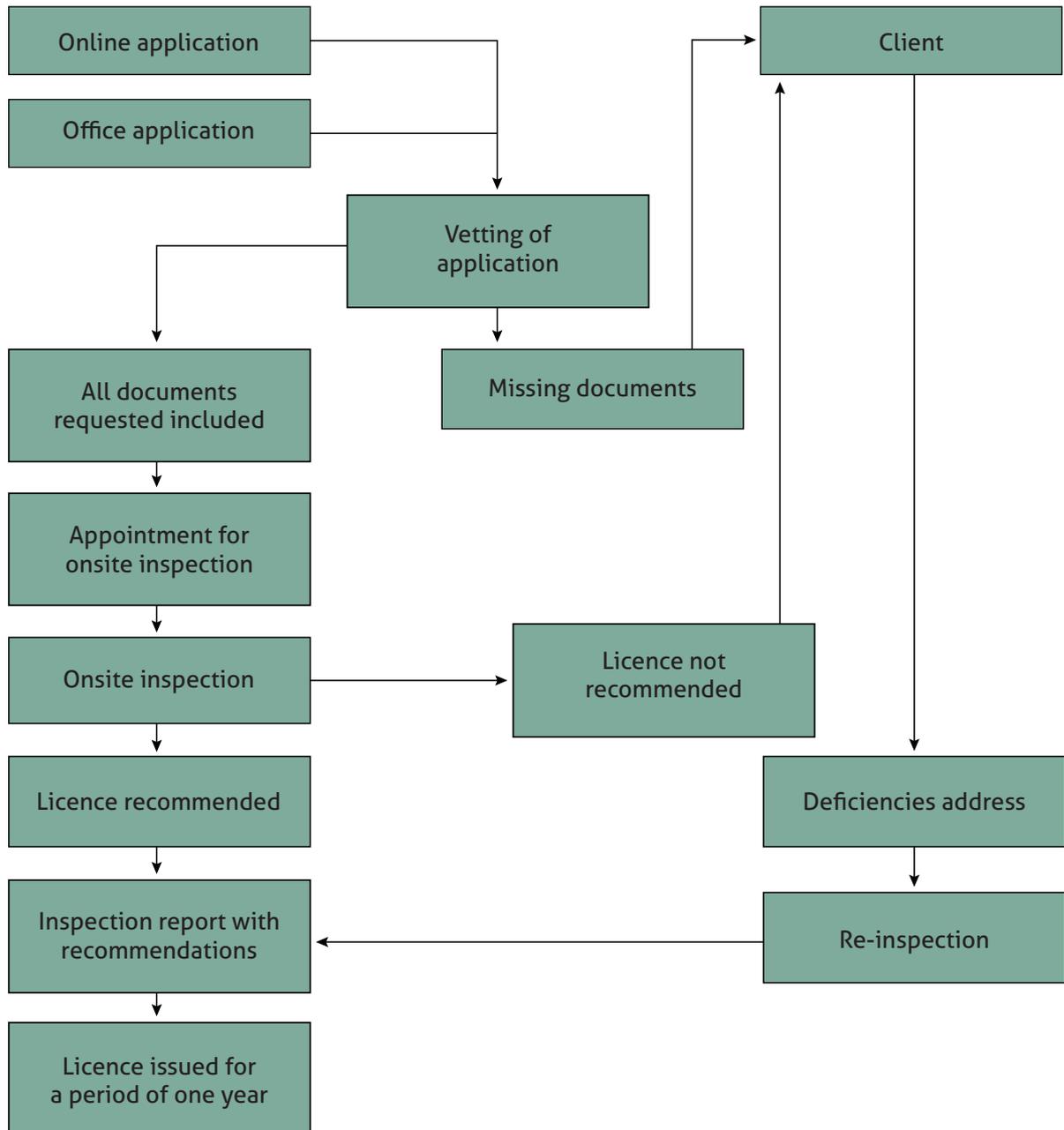
- a. A new applicant must apply for a license through the Health Care Standards Directorate (HCSD);
- b. New applicants must be not less than eighteen (18) years of age;
- c. One can apply for a license either by completing an [application form](#) obtained from the licensing office within the HCSD or through the online application available at <https://hcstandardsregistration.gov.mt/>
- d. Documents required to apply for a dental clinic license include:
  - A filled-out [application form](#);
  - A copy of the Medical Council of Malta registration certificate of all the dentists who will be working within the clinic;
  - A permit showing the proposed premises including the site plan or a declaration by an architect certifying that the premises carry a PA permit for use as a dental clinic;
  - A photocopy of the applicant's identity card;
  - An Anti Hbs titre result of all the dentist/s and dental assistant/s who will be working in the clinic;
  - If applying on behalf of a company, a copy of the Memorandum and Articles together with a declaration by the Director/s of the same company indicating that it is agreed that a license is to be issued on the applicant's name;
  - For a third country national to practice as a dentist, one needs to apply through the Employment Licenses at Jobs plus which can be contacted on telephone number 22201290 or email [jobsplus@gov.mt](mailto:jobsplus@gov.mt);

- e. Upon receiving the completed application together with all the relevant documents, the licensing officer will vet the application;
- f. At this stage an onsite inspection is organised, of which the client is informed. An inspection team holding an authorisation badge will visit the premises;
- g. In case of a new establishment, a pre-licensing visit may be requested by the applicant (recommended);
- h. A [self-assessment](#) of the requirements to operate a dental clinic will be sent to the applicant ten (10) days prior to the inspection. This self-assessment will guide the applicant on what the inspection team will be expecting to find during the planned visit;
- i. During the inspection, the team will check if all requirements are satisfactory and will be able to recommend licensing or not;
- j. When the clinic is found to be in alignment with the stipulated standards according to National Legislation, the license is issued within ten (10) working days;
- k. In cases where deficiencies/shortcomings are identified, a meeting with the applicant to highlight the deficiencies needing further attention will be held. This may necessitate a follow up visit;
- l. Following the issuance of a license, the licensee must ensure compliance with the conditions of license displayed at the back of the license and the [Standards for Dental Clinics](#);
- m. Once the application is approved and licensing is recommended, the client is advised to pay an annual license fee of €257.30. The license can be collected from the Health Care Standards Directorate's licensing office, St Luke's Hospital OPD level 1, St Luke's Square, Gwardamangia or the applicant can opt to receive it by registered mail.

## 4. The licensing process

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The following flow chart outlines the procedure followed by the client and the inspectorate during the licensing process.



## 5. The premises to be used as a dental clinic

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- a.** A dental clinic must have its license displayed in a prominent place where it can be easily observed by the public upon entering the establishment.
- b.** The premises must be kept clean and well maintained;
- c.** The clinic must have all the necessary equipment and facilities;
- d.** The clinic must have adequate lighting and ventilation (Natural or mechanical);
- e.** The area where dental procedures are carried out must provide total client privacy;
- f.** The premises must have an efficient drainage system connected to a main system ;
- g.** Fire-fighting equipment must at least consist of a fire extinguisher which has a valid expiry date.

## 6. The work station

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- a. Work surfaces must be kept clean and in a good state of repair. Work tops should be of an impervious material;
- b. There should be sufficient bench space to accommodate all the equipment used during and after dental procedures;
- c. A wash hand basin must be available within the dental procedures workstation, and must be kept in a good state of repair, clean and connected to the main drainage system. Single lever taps must have a supply of hot and cold water;
- d. Paper towels soap and hand rub must be available next to each wash hand basin;
- e. Dental chairs must be upholstered with an impervious type of material for easy cleaning and must be well maintained;
- f. A pedal bin lined with a disposable garbage bag must be available for the disposal of waste and soiled material.

## 7. Lavatory facilities

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- a.** Lavatory facilities must be connected with the main drainage system and must be kept clean and well maintained;
- b.** There must be a proper functioning flushing apparatus;
- c.** The wash hand basin within the lavatory room must have a supply of hot and cold water;
- d.** Adequate drying facilities must always be available;
- e.** The lavatory facilities must have adequate ventilation (natural or mechanical) and adequate lighting;
- f.** Where possible these facilities are to be accessible from the waiting area.

## **8. Equipment used during and after dental procedures**

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- a.** Equipment must be CE marked.

