



Royal College of
Dental Surgeons of Ontario

Ensuring Continued Trust

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Dental CT Scanner General Information

The regulatory amendments to the Healing Arts Radiation Protection Act, along with Council's approval of the Standard of Practice for Dental CT Scanners and the By-law respecting Dental CT Scanners, have made it possible for all Ontario dentists with the requisite education and training to apply to the College to prescribe, order and take dental CT scans, and to install and operate a dental CT scanner.

All dentists who wish to prescribe, order and take dental CT scans must register with the College and have successfully completed a theoretical and practical training program designed to produce competency in the ordering, taking, interpreting and reporting of dental CT scans with respect to the field of view generated.

In addition, all dentists who wish to install and operate a dental CT scanner in their facility must register with the College and obtain a facility permit, which will be granted subject to conformance with all aspects of the College's Standard of Practice.

Types of Dental CT Scanners

The College's Standard of Practice sets out two types of dental CT scanners, based on the size of the image or "field of view" generated:

- DA-SCANNER – dentoalveolar CT scanner with a field of view of 8 centimetres or less
- CF-SCANNER – craniofacial CT scanner with a field of view of over 8 centimetres

Dental CT Scanner Facility Permit Process at a Glance:

1. Register your training and apply for a facility permit with the College.
2. Obtain approval from the Director of X-Ray Safety to install the dental CT scanner.
3. Within 6 months, fulfill the requirements to be issued an Annual Facility Permit. This includes providing the College with specified written information and successfully completing an on-site inspection of the facility to confirm that it is in full compliance with all aspects of the Standard of Practice.

Registration Form

All dentists who wish to prescribe, order and take dental CT scans must register with the College. ***This includes all dentists who are specialists in oral and maxillofacial radiology and all dentists who practice in hospital dental departments.*** The Registration Form for Prescribing Dentists can be downloaded from our website at www.rcdso.org.

IMPORTANT: All dentists who wish to prescribe, order and take dental CT scans must comply with the Standard of Practice and register with the College. Failure to do so may be considered professional misconduct.

Facility Permit Application Form

Every dental facility where a dental CT scanner is installed and operated must have a Facility Permit issued by the College. The Facility Permit Application Form can be downloaded from our website.

Please be advised that the process for approving a facility permit application takes approximately 6-8 weeks.

The process will be as follows:

1. You will receive written confirmation from the College confirming receipt of your application form and outlining your next steps.
2. You must forward a copy of College's Application Approval letter to the X-Ray Inspection Service (XRIS) at the Ministry of Health and Long-Term Care (ministry) with requisite Ministry application forms to install and operate a dental CT scanner.
3. You must provide the College with a copy of your letter of approval and letter of designation issued by the Ministry.
4. A Provisional Facility Permit will be issued by the College. It will clearly designate the type of dental CT scanner that has been approved for use in that particular facility. It is important that you do not use your dental CT Scanner until all approvals are obtained. Please refer to the Checklist of Requirements for Dental CT Scanner Facility Permit found on our website.

Unless extended, a Provisional Facility Permit will expire in six (6) months from the date of its issuance. Within this period, the Facility Permit Holder must provide the College with the specified information set out in the Checklist of Requirements for Dental CT Scanner Facility Permit found on our website and be subject to an on-site inspection of the facility to confirm that it is in full compliance with all aspects of the Standard of Practice.

Facility Permit Application Fee Form

The application fee of \$850, payable to the College, must be submitted with your Facility Permit Application Form. This fee covers the cost of the Provisional Facility Permit, the on-site inspection and the Annual Facility Permit. The payment form for the Facility Permit can be downloaded from our website.

Annual Facility Permit Renewal

All Annual Facility Permits expire on October 31st of every year, regardless of the date of issuance. In August of each year, you will be billed for the renewal of your Annual Facility Permit. The due date for renewal is October 31st of each year. Upon receipt of your completed Annual Facility Permit Renewal Form and \$400 fee, a new Annual Facility Permit will be issued.

All facilities will be re-inspected on a three-year staggered cycle.

For more information about the X-Ray Inspection Service (XRIS) and the Ministry's review and approval process, please contact:

X-ray Inspection Service (XRIS)
Ontario Ministry of Health and Long Term Care
1075 Bay Street, 11th Floor
Toronto ON M5S 2B1
T: (416) 327-7937
F: (416) 327-8805

www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/MinistryResults?Openform&SRT=T&MAX=5&ENV=WWE&STR=1&TAB=PROFILE&MIN=014&BRN=53&PRG=53