



Royal College of  
Dental Surgeons of Ontario

*Ensuring Continued Trust*

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## Sedation/General Anaesthesia – General Information

### Registration and Office/Facility Permit Application

Section 2(11) of Ontario Regulation 853/93 made under the authority of the Dentistry Act, 1991 (RHPA) requires that all Ontario dentists must comply with the College's Guidelines on the Use of Sedation and General Anaesthesia in Dental Practice. Failure to do so may be considered professional misconduct.

Registration with the College and obtaining of a Facility Permit for each facility that provides parenteral conscious sedation, deep sedation and/or general anaesthesia are part of the requirements contained in these Guidelines.

#### IMPORTANT TIMELINES

Please be advised that the process for obtaining a Facility Permit takes approximately 4-5 weeks.

**Pursuant to the College's Regulations and Guidelines, you are not permitted to administer parenteral conscious sedation, deep sedation and/or general anaesthesia in your facility until a Facility Permit has been issued by the College.**

#### REGISTRATION FORM

All dentists who wish to treat patients using parenteral conscious sedation, deep sedation or general anaesthesia must register with the College. *This includes hospital dental departments, but does not apply to dental treatment that is rendered in a hospital operating theatre.* The Registration Form for the administration of Sedation and General Anaesthesia can be downloaded from our website at [www.rcdso.org](http://www.rcdso.org).

#### FACILITY PERMIT APPLICATION FORM

Every facility where parenteral conscious sedation, deep sedation or general anaesthesia is administered, even if administered by a physician, must have a Facility Permit from the College. A Facility Permit will be granted subject to a review of training and conformance with all aspects of the Guidelines, as well as a satisfactory on-site inspection and evaluation by the College. The Facility Permit Application Form can be downloaded from our website.

It will be helpful if you are prepared for the inspection by ensuring that your facility is properly equipped with the requisite sedation/anaesthetic equipment and emergency drugs, as outlined in the Guidelines. You may also refer to the applicable Checklist of sedation/anaesthetic equipment and emergency drugs, which is available on the College's website.

### **FACILITY PERMIT APPLICATION FEE FORM**

The application fee of \$150, payable to the College, must be submitted with your Facility Permit Application Form. This fee covers the cost of the Facility Permit up to March 31st. The RCDSO Council has set the annual renewal fee of \$150. The payment form for the Facility Permit can be downloaded from the College's website at [www.rcdso.org](http://www.rcdso.org).

### **FOR EXISTING FACILITY PERMIT HOLDERS**

It is important to note that Facility Permits are NOT transferable. This means that if you will be opening or moving to a new facility, you will be required to apply for a new Facility Permit and be subject to an on-site inspection by one of our Field Inspectors. Accordingly, preplanning is important for a smooth transition. This will help to ensure that a new Facility Permit is in place as soon as possible.

**Again, pursuant to the College's Regulations and Guidelines, you are not permitted to administer parenteral conscious sedation, deep sedation and/or general anaesthesia in your new facility until a Facility Permit has been issued by the College.**

### **INFORMATION FOR FACILITIES USING VISITING DENTISTS/PHYSICIANS**

Dentists, who wish to use the services of a visiting dentist or physician qualified to administer sedation and/or general anaesthesia, must apply for a Facility Permit and will be subject to an on-site inspection by one of our Field Inspectors. Further, it is the responsibility of the Facility Permit holder to ensure that the visiting dentist or physician has registered his/her qualifications with the College, and that all required emergency and other equipment is available and emergency drugs are on-site and current.

### **FACILITY PERMIT ANNUAL RENEWAL**

All Facility Permits expire on March 31st of every year, regardless of the initial date of issuance. In January of each year, you will be billed for the renewal of your Facility Permit. The due date for Annual Renewal is March 31st of each year. Upon receipt of your completed Annual Renewal form and fee, a new Facility Permit will be issued.

It is anticipated that all facilities will be re-inspected on a three-year staggered cycle and billed annually for the Facility Permit renewal.