

Part B: Practice Staff

Performers' names	FT/PT	GDC Cert.	Defence Society Cert.	Hepatitis B Docs.	CPR Certs	Comments
		Req.T and G	Req. T	Reg. DH	Req. G	
1						
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11						
12						

Part B: Practice Staff (ctd)

Performers' names		FT/PT	Hepatitis B Docs.	CPR Certs	Nurse Qualified	Nurse in Training	Comments
Practice manager and dental nurses	Name						
Practice Manager			Reg. DH	Req. G			
1							
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12							

Part B: Practice Staff (ctd)

First Aider for practices with less than 50 staff Req. FA, Adv B	Name
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	FT/PT	Hepatitis B Docs.	CPR Certs	Comments
	Numbers	Adv. DH	Req. G	
Receptionists (note: under @Nurses' if clinical duties)				
Ancillaries (no clinical duties)				

Part C: Internal Premises	Ref	Yes/ Satis.	No/ Unsatis	Observations
Internal arrangements: • Doorway(s) for wheelchair access	Req.DD			
• Toilet access for wheelchair				
General conditions: • Lighting	Req. W			
• Heating				
• Ventilation				
• Cleanliness				
• Tidiness				
• Signs				
Reception: • Size (4m ²) /staff member	Req. W			
• Telephone lines	Adv. GP and G			
• Internal communications				
• System to advise undue delay				
Privacy available for: • Confidential phone calls				
• Confidential Conversations				
Record Storage & Security • Paper	Req. DP			
• Computer				
Waiting Room • Size (7m ²) /surgery	Adv. W			
Staff room	Req.W			
Toilets: (No =)	Req. W			
• Signposted				
• Cleanliness &				
• Hand washing/drying				
• Sanitary disposal				
• No dangerous substances	Req.C			
Waste Storage • Internal (non surgery)	Req. CW			
• External (pre-collection)				



Part C: Internal Premises (ctd)

Part D: Documents

D1. Documents on display:	Ref	Yes	No	Observations
Complaints Poster • Leaflet available	Req.T			
• Name of complaints officer				
Employers'/Public Liability Insurance Certificate(s)	Req.T			
Health and Safety Poster (or documentation that leaflets given to staff)	Req.H			
Practice Information Leaflets available for current/prospective patients. Information available to patients waiting area	Req. T			
Quality Assurance Certificate Made their annual return to PCT (30 June). Appointed a person responsible for QA. Displayed compliance cert/policy in view of patients (2001)	Req. T			
Radiation Protection Local Rules	Req. I			

Audit and Peer Review	Req.G			
Autoclave: Scheme of maintenance	Req. PV			
Child Protection	Adv. CP			
Complaints	Req.T			
Compressor: Scheme of maintenance	Req. PV			
Cross infection control	Req. DH			
Data Protection	Req. DP			
Decontamination of impressions	Adv. DH			
Disability Discrimination Act	Req. DD			
Display Screen Equipment	Req. DSE			
Emergency collapse	Req.G			

D2. Written Policy documents (ctd)	Ref	Yes	No	Observations
Employment policies	Req. DTI			
Fire Precautions policy	Req. FP			
Freedom of Information	Req. FIA			
Health and Safety policy	Req. MHO			
<ul style="list-style-type: none"> • Manual handling operation 	Req. PPE			
<ul style="list-style-type: none"> • Personal Protective Equipment 				
<ul style="list-style-type: none"> • Provisions and use of work Equipment 	Req. M			
<ul style="list-style-type: none"> • Risk assessments in relation to Health and Safety in workplace 				
Inoculation Injury	Req. DH			
Management of 'CJD-at-risk' patients	Adv. DH			
Medical History taking	Adv. DH			
Mercury handling	Req. C			
Out of Hours Emergencies	Req. T			
Patients' privacy, dignity and confidentiality	Req. G			
Radiation Protection	Req. I			
<ul style="list-style-type: none"> • Equipment malfunction plan • Justification 				
<ul style="list-style-type: none"> • Processing and filing 	Adv. GP			
Clinical evaluation	Req. I			
Quality assurance system				
Smoking policy	Adv. DH			
Staff training	Adv. GP			
Waste Storage and Disposal:	Req. CW			
<ul style="list-style-type: none"> • Clinical waste • Hazardous waste incl. Waste amalgam and X-ray processing chemicals 				

D3. Other documents	Ref	Yes	No	Observations
Accident book (RIDDOR): Incl. H&SE address, tel no, protocol	Req.R			
Autclave: Inspection certificate (maximum interval 14 months)	Req.PV			
Complaints records: Including return to PCT in accordance with requirements.	Req.T			
Compressor: Inspection certificate (maximum internal 26 months)	Req.PV			
Consumer Credit Licence	Adv CC			
CoSSH: assessments	Req.C			
Data Protection: registration	Req.DP			
Employments contracts: Terms & conditions, staff duties	Req.DTI			
Electrical <ul style="list-style-type: none"> Installed equipment test certificates 	Req. E			
<ul style="list-style-type: none"> Portable appliance schedule and inspection documents 				
Fire Equipment: Maintenance contract	Req. FP			
Freedom of Information Act: Compliance doc.	Req. FIA			
Laboratory registration: Evidence that the laboratory used is registered with the MHRA	Req. MDR			
Laser equipment: registration	Req. CSA			
Performing Rights: licence	Req.P			
Radiological Protection: Notification letter to HSE	Req. I			
Radiation protection file to include: <ul style="list-style-type: none"> names of Radiation Protection Supervisor and Advisor Quality Assurance document Local Rules 				
<ul style="list-style-type: none"> Radiation Equipment check certificate 				
Risk Assessment: documents	Req. H			
<ul style="list-style-type: none"> Waste: contracts for disposal of, and consignment notes for: Clinical waste 	Req. CW			
<ul style="list-style-type: none"> Sharps 				
<ul style="list-style-type: none"> Hazardous waste 				

E: Staff Training and Education

		Ref	Yes	No	Observations
Clinical Governance and Quality Assurance appraisal for all performers	1.	Req. T			
	2.				
	3.				
	4.				
	5.				
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	7.				
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	10.				
	11.				
	12.				
CDP records for all performers	1.	Req. I			
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				
	11.				
	12.				
Ionising radiation training records and updates for all appropriate staff		Req. I			
Staff Training Records: Regular Staff meetings, Evidence of learning from the meetings		Req. M			
Induction programme: All permanent staff		Req. WE			
Orientation programme: All temporary staff		Req. WE			

Part F: Clinical facilities to performer's surgery

F: 1 Radiographic Equipment

	Ref	Yes/ Satis	No/ Unsatis	Observations
Extra-oral:	Req. I			
• Location room				
• Local Rules available				
• Suitable location of exposure switch				
• Light/audible warning				
• Isolation switch				
Processing:	Adv. I			
Automatic				
If manual				
• Safe light				
• Heated tanks				
• Thermometer				
• Timer				
• Logbook				

F2. Resuscitation:	Req. FA			
• First aid kit				
• Face mask (Laerdal)	Req. G			
• Ambu-bag				
• Airway				
• Portable oxygen with face mask				
• Suction (independent)				
Drugs:	Adv. GP			
• Emergency drugs held in accordance with PCT requirements				
• Drugs in date				
• System to replace expired drugs				
• Security of drugs and prescription pads	Adv. DPF1			
• Administration of controlled drugs	Req. MD			

F3. Handling, storage and disposal of hazardous waste

	Ref	Yes/ Satis	No/ Unsatis	Observations
Waste disposal: <ul style="list-style-type: none"> Amalgam separation / disposal 	Req. CW			
<ul style="list-style-type: none"> X-ray processing chemicals Storage /handling / disposal 	Req. CW			
<ul style="list-style-type: none"> Drugs disposal Partly used LA cartridges 	Req. CW			
Storage of dangerous materials: <ul style="list-style-type: none"> Gas cylinders 	Req. C			
<ul style="list-style-type: none"> Chemicals 				

G: Clinical Facilities

Surgery: No..... (Insert additional forms depending on number of surgeries within premises)

Primary User (GDP, Hygienist) (Page 1/2).

Location within premises

	Ref	Yes/ Satis	No/ Unsatis	Observations	
Equipment:					
• Operating light	Adv. GP				
• Chair					
• Aspiration					
• Dental Unit					
• Cabinetry					
• Work Surfaces					
• Water Supply isolation	Req. WSF				
Intra-oral x-ray:					
• Location in surgery	Req.I				
• Local Rules displayed					
• Exposure switch position					
• Light/audible warning					
• Isolation switch					
• Film holding/beam aiming device					
• Protective lead screening					
Small equipment:					
• Curing light	Adv.GP				
• Amalgam mixer					
• Laser	Req.CSA				
Instruments: incl. Storage					
• Hand instruments	Adv. GP				
• RCT instruments					
• Surgical instruments					
• LA syringes					
Hand Pieces: (sufficient number/storage)					
• Turbines					
• Contra-angles					
• Straight					
• Ultrasonic scaler & tips					

Continued....

	Ref	Yes/ Satis	No/ Unsatis	Observations
Disposable items:	Req. DH			
• Gloves				
• Masks				
• LA cartridges				
• Needles				
• Matrix bands				
• Impression trays				
• Cups				
• Paper tissues				
• 3 in 1 syringe tips				
Protection:	Req PPE			
Eye protection				
• Patient				
• Staff				
Other (heavy duty gloves)				
Sterilization, disinfection:	Req.DH			
• Autoclave				
Vacuum/pressure				
Logbook for monitoring				
• Instrument cleaner/prewash				
• Ultrasonic bath use				
Clinical Waste:	Req. CW			
• Sharps container				
• Bins				
Mercury Handling:	Adv.GP			
• Mercury spillage tray	Req.C			
• Mercury spillage kit	Req.CW			
• Waste amalgam storage				
General conditions:	Req.. W			
• Floor covering: non-porous and sealed				
• State of decoration				
• State of cleanliness				
• Adequacy of lighting				
• Ventilation				
• Tidiness of electrical wiring	Req.E			

Part H: Appendix

References to abbreviations:

Ref.	Guideline Reference/Legislation
Req.	Requirement
Adv.	Advisory
B	British Dental Association guidelines
C	Control of Substances Hazardous to Health Regulations 2002
CC	Consumer Credit Act 1974
CID	Working Together to Safeguard Children 1999
CSA	Care Standards Act 2000
CW	Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacles Regulations 1996 Environmental Protection (Duty of Care) Regulations 1991 Hazardous Waste (England / Wales) Regulations 2005
DD	Disability Discrimination Act 1995
DH	Department of Health - Health Service Guidelines
DP	Data Protection Act 1998
DPF	Dental Practitioners' Formulary
DSE	Health and Safety (Display Screen Equipment) Regulations 1992
DTI	Department of Trade and Industry - employment legislation documents
E	Electricity at Work Regulations 1989
FA	Health and Safety (First Aid) Regulations 1981
FIA	Freedom of Information Act 2000
FP	Fire Precautions (Workplace) Regulations 1997
G	General Dental Council - "Standards for dental professionals"
GP	Good Practice (recognised)
H	Health and Safety at Work etc Act 1974
I	Ionising Radiation Regulations 1999 (IRR99) Ionising Radiation (Medical Exposure) Regulations 2000 (IR(ME)R2000)

M	Management of Health and Safety at Work Regulations 1999
MD	Misuse of Drugs (Safe Custody) (Amendment) Regulations 2001
MDR	Medical Devices Regulations 2002
MHO	Manual Handling Regulations 1992
P	Performing Rights Society
PPE	Personal Protective Equipment at Work Regulations 1992
PV R	Pressure Systems and Transportable Gas Container Regulations 1989 Pressure Systems Safety Regulations 2000 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
T	Terms of Service - National Health Service (General Dental Services) I (Personal Dental Services) Regulations 2005
W	Workplace (Health, Safety and Welfare) Regulations 1992
WE	Provision and Use of Work Equipment Regulations 1992
WSF	Water Supply Fittings Regulations 1999