

SCHEDULE

FIJI DENTAL COUNCIL

Accreditation Checklist for Dental Practice 2011

PART 1 - INFECTION CONTROL

	ISSUE/ITEM	YES	NO	N/A	REMARKS
1.	Safe working environment maintained?				
2.	Adequate lightening and ventilation?				
3.	Protocol for infection control available & staff adequately trained in the protocol?				
4.	Medical histories thorough, relevant and up-to-date?				
5.	Personal protective equipment used:				
	- Gloves worn (single use)?				
	- Face mask worn & changed as appropriate?				
	- Protective clothing worn in clinical area only?				
	- Suitable protective eyewear used by operator and placed on patient?				
	- Protective attire, e.g. bib used on patient?				
6.	Appropriate hand washing undertaken?				
7.	Primary clinical area established?				
8.	Effective sterilization and disinfection carried out between patients?				
9.	Appropriate disinfecting agents/chemicals used?				
10.	Protective barriers used on non-sterilizable equipment?				
11.	Items in contact with bodily fluids and tissues either disposed of or sterilized between patients?				
12.	New disposable needles & anaesthetic cartridge used for each patient with appropriate recapping technique used?				
13.	Appropriate and validated autoclave used in designated area and process validated?				
14.	Appropriate decontamination undertaken prior to disinfection or sterilization process, e.g. using ultrasonic cleaners?				
15.	Sufficient number of instruments possessed to ensure adequate turnover time for sterilization & use on patients?				
16.	Handling & disposal of sharps and biologically contaminated waste appropriate?				
17.	Sharps injury protocol present and staff well versed with it?				
18.	All staff handling contaminated matter are vaccinated for Hep B?				
19.	Storage of sterilized instruments appropriate?				
20.	Appropriate procedures and chemicals are in place for cleaning & disinfection of environmental surfaces between patients?				
21.	Items for dispatch to a laboratory are disinfected and handled appropriately?				
22.	No food or drink is consumed in clinical & sterilising area?				

PART 2 - OPERATIVE ISSUES

	ISSUE/ITEM	YES	NO	N/A	REMARKS
1.	Is the premises clean, neat and tidy in appearance?				
2.	Is the premises uncongested & adequately spaced?				
3.	All essential equipment available *, are of durable quality, in good working order and not an electrocution hazard?				
4.	All equipment utilised easy to clean e.g. seam vs. seamless upholstery and surfaces will not deteriorate upon disinfection?				
5.	All exits, including emergency exits clearly marked?				
6.	Fire fighting equipment available?				
7.	Emergency evacuation accessibility present?				
8.	Are there any tripping hazards on the floor?				
9.	Is there any measures taken to minimise mercury vapour?				
10.	Is the waste amalgam disposal protocol used satisfactory?				
11.	Is the radiography equipment suitable for dentistry, safe & in good working order?				
11.	Is the ionization radiation protection infrastructure adequate?				
12.	Is ionisation radiation protection devises for patients available and appropriate e.g. lead aprons with thyroid collar?				
13.	Is the water used in the surgery for general use of acceptable quality?				
14.	Is the water used in operative procedures of acceptable quality?				
15.	Are there adequate measures taken to minimise formation of bio-films in the waterlines?				
16.	Is the air used in operative procedures of acceptable quality, i.e. is it oil, moisture, CO and microbial free?				
17.	Are all dental materials used of acceptable type, with MSDS documentation available?				
18.	Is the amount of materials kept with adequate, and with current shelf life?				
19.	Are all clinical staff trained in emergency procedures, including CPR & do they possesses a valid current certification?				
20.	Is there an emergency drug kit kept with appropriate contents & is the shelf life of contents current?				
21.	Is there emergency resuscitation equipment available?				
22.	Is the floor covering easy to clean and disinfect?				

*Essential equipment considered adequate to carry out basic dental treatment includes but is not limited to; dental operating chairs, suitable dental suction units, good operating lights, delivery cart for instruments, a radiography unit, an air compressor, suitable autoclaves, dental air compressors, water quality control devises, adequate types of drilling hand pieces and adequate numbers of assorted operative instruments.

PART 3 - ADMINISTRATION AND DEALING WITH THE PUBLIC

	ISSUE/ITEM	YES	NO	N/A	REMARKS
1.	Is there adequate dental record system present				
	- Are all records accurate, legible, understandable & time-bound?				
	- Is the storage of records adequate, protected & patient access provisions in place?				
	- Are records of demographic issues, medical, dental and social histories current?				
2.	Are there any verbal & written systems in place for obtaining informed consent as required before any treatment?				
3.	Are patients given an explanation of existing conditions, treatment options, estimated costs involved & approximate time of treatment?				
4.	Is the scope of practice & dental fee charged prominently displayed?				
5.	Is the annual practicing licence prominently displayed?				
6.	Is the practitioner(s) operating from the premises of good standing & not subjected to any nature of investigations?				
7.	Are all credentials advertised in public appropriate, not misleading and registered with the Dental Council?				
8.	Is access to laboratory services adequate?				
9.	Is there an access to a mentor present for junior practitioners?				
10.	Is the practitioner(s) well versed with the code of ethics endorsed by the Dental Council is willing to abide by its stipulations?				
11.	For all staff employed, are all the necessary employment documents in order, & all terms/conditions compliant with current labour laws?				
12.	Is there provision for referral of patients present?				
13.	Is there an emergency contact, after hours present?				
14.	Practitioners offering advanced & newer types of services have had adequate prerequisite education & training?				
15.	Is the general practice restricting services to any category of people?				

Made this 2nd day of December 2011.

J. KOROIVUETA
Chairman
Fiji Dental Council

Approved this 2nd day of December 2011.

N. SHARMA
Minister for Health