

## Part 4 Individual Surgeries

This part to be photocopied for the appropriate number of surgeries in the practice

<b>Practice/clinic name:</b>					
<b>Surgery Number:</b>					
<b>Type of Surgery</b>	<input type="checkbox"/> <b>Dentist</b>	<input type="checkbox"/> <b>Hygienist</b>	<input type="checkbox"/> <b>Hygienist-therapist</b>	<input type="checkbox"/> <b>Training surgery</b>	<input type="checkbox"/> <b>Other (state below)</b>

A. General			Yes	No	Information Source
1	A	Premises well maintained and clean with running hot water.....	<input type="checkbox"/>	<input type="checkbox"/>	PSM Health and Safety
2	A	Room size and layout adequate for purpose (minimum of 9 square metres)	<input type="checkbox"/>	<input type="checkbox"/>	
3	A	Good lighting.....	<input type="checkbox"/>	<input type="checkbox"/>	
4	A	Good ventilation.....	<input type="checkbox"/>	<input type="checkbox"/>	

B. Suction			Yes	No	Information Source
1	A	Adequate venting of suction system:.....	<input type="checkbox"/>	<input type="checkbox"/>	PSM Health and Safety
2	I	<ul style="list-style-type: none"> <li>• preferably exhaust air is vented outside the building or.....</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
3	I	<ul style="list-style-type: none"> <li>• mechanical ventilation (extract fan) in surgery.....</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

C. Unit/Chair			Yes	No	Information Source
1	A	Access in emergency.....	<input type="checkbox"/>	<input type="checkbox"/>	PSM Health and Safety
2	A	Unit free of risk to patients or staff.....	<input type="checkbox"/>	<input type="checkbox"/>	
3	A	Adequate fixed equipment in good repair, including fully reclining chair that is upholstered with water-resistant material with no tears or cracks.....	<input type="checkbox"/>	<input type="checkbox"/>	

D. Cabinets/Work Surfaces			Yes	No	Information Source
			<input type="checkbox"/>	<input type="checkbox"/>	SDCEP Decontamination into Practice guidance
1	A	Work surfaces are: <ul style="list-style-type: none"> <li>• clean, dry, uncluttered.....</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
2	A	<ul style="list-style-type: none"> <li>• smooth, impervious with sealed edges without gaps.....</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
3	A	Satisfactory number and arrangement of sinks.....	<input type="checkbox"/>	<input type="checkbox"/>	
4	A	Cabinetry adequate for 4-handed dentistry.....	<input type="checkbox"/>	<input type="checkbox"/>	



E. Floor Coverings			Yes	No	Information Source
1	A	Non-porous floor covering, without gaps and with sealed edges, throughout the clinical areas.....			SDCEP Decontamination into Practice guidance

F. Amalgam Mixing			Yes	No	Information Source
1	A	Amalgamator with aluminium foiled tray.....N/A.			PSM Health and Safety
2	A	Encapsulated (preferred) with mixing chamber cover in use N/A			
3	A	Spillage kit available.....			
4	A	Amalgam separation system in place.....			
5	A	Suitable storage of waste amalgam.....			

**G. Radiology**  
 See also Part 2 Sections 2F Radiation Protection (Documentation and Certification);  
 3D Radiation (Processes)

1G. X-ray Machine			Yes	No	Information Source
1	A	X-ray machine present .....			PSM Radiation Protection
2	I	Record X-ray machine serial no:_____			
3	A	Film speed used in radiology is E speed or faster (digital assumed to be faster).....			
4	A	Film-holding beam-aiming devices.....			

2G. Radiation Protection			Yes	No	Information Source
1	A	Controlled area designated with suitable and sufficient signs in place in accordance with IRR99* .....			PSM Radiation Protection
2	A	Rectangular collimation used.....			
3	A	All persons not undergoing X-ray examination outside controlled area.....			
4	A	Adequate protection for all persons in building.....			

\* The Ionising Radiations Regulations 1999, enforced by HSE & HSE(NI)



## H. Infection Control

See also Part 2, Sections 2H & 2I Infection Control (Documentation and Certification); 3E Decontamination (Processes); Part 3 Decontamination Observation

### 1H. Instruments and Equipment (Single-use Items)

			Yes	No	Information Source
		<b>Disposed of after every patient visit:</b>			SDCEP Decontamination into Practice guidance
1	A	• 3-in-1 tips.....			
2	A	• Aspirator tips (if single use)..... <b>N/A</b> <input type="checkbox"/>			
3	A	• Saliva ejectors.....			
4	A	• Matrix bands.....			
5	A	• Mouthwash cups.....			
6	A	• Endodontic files.....			
7	A	• Stainless steel burs.....			
8	A	• Polishing cups/brushes.....			
9	A	• Impression trays.....			
10	A	• All other items marked 'single-use'..... <b>N/A</b> <input type="checkbox"/>			

### 2H. Instruments and Equipment (all items that are not Single-use)

			Yes	No	Information Source
1	A	Sterilized instruments stored in closed trays or sealed bags.....			SDCEP Decontamination into Practice guidance  Scottish Dental website
2	A	Extraction forceps and surgical instruments bagged.....			
3	A	Impressions disinfected by immersion in appropriate solution (check with manufacturer of impression material).....			

### 3H. Waterlines

			Yes	No	Information Source
1	A	Waterlines flushed after each patient.....			
2	A	Biocidal used to flush waterlines ( <i>record details on page 45</i> ).....			
3	A	If unit requires bolt-on bottled water, bottle is retrofitted..... <b>N/A</b> <input type="checkbox"/>			

### 4H. Personal Protective Equipment

			Yes	No	Information Source
		<b>Suitable protective clothing for dentists and staff:</b>			SDCEP Decontamination into Practice guidance  PSM Health and Safety
1	A	• eye protection.....			
2	A	• masks/visors.....			
3	A	• disposable gloves.....			
4		unallocated			
5		unallocated			
		<b>Fresh disposable gloves worn for each patient by:</b>			
6	A	• dentist.....			
7	A	• dental nurse.....			



4H. Personal Protective Equipment (continued)			Yes	No	Information Source
8	A	<b>Suitable protection for patients:</b>			
		• eye protection.....			
9	A	• bibs.....			
10	A	• System for safe use and disposal of sharps.....			PSM H&S Infection Control

5H. Products			Yes	No	Information Source
1	A	Appropriate hand hygiene products including plain liquid soap and alcohol based rubs/gels should be available at all hand hygiene sinks in clinical areas (surgeries and LDUs).....			SDCEP Decontamination into Practice guidance
2	A	Suitable environmental cleaning products such as impregnated wipes (not sprays) must be available and used in all clinical areas.....			

6H. Waste See also Part 2, Section 2D Waste Management (Documentation and Certification)			Yes	No	Information Source
1	A	Suitably located disposal containers for segregated waste.....			PSM Health and Safety

**Section I - unallocated**

**Section J Instruments and Equipment**

1J. Hand and Rotary Instruments			Yes	No	Information Source
<b>Adequate and appropriate instruments for:</b>					
1	A	• examination.....			
2	A	• routine conservation.....			
3	A	• endodontics* ..... N/A <input type="checkbox"/>			
4	A	• periodontics.....			
5	A	• oral surgery* ..... N/A <input type="checkbox"/>			
6	A	• prosthetics* ..... N/A <input type="checkbox"/>			
7	A	• orthodontics* ..... N/A <input type="checkbox"/>			
8	A	• crowns and bridges* ..... N/A <input type="checkbox"/>			
<b>Number of:</b>					
9	A	• high speed..... <input type="checkbox"/>			
10	A	• slow speed..... <input type="checkbox"/>			
11	A	• straights..... <input type="checkbox"/>			
12	A	• scalers..... <input type="checkbox"/>			
13	A	Adequate sets of burs (dependent on patient throughput).....			

\*Not relevant to H/T/HT surgery.





2J. Other Equipment			Yes	No	Information Source
1	A	Pocket mask available in every surgery.....			
2	A	Aspirating syringes in routine use.....			
3	A	Rubber dam kit .....			
4	A	Appropriate means of viewing X-rays in surgery.....			
5	A	Light curing unit.....			

**Section K – unallocated**

