

CPI Checklist v4: 01 February 2020 – List of revisions to the CPI checklist v3

Introduction

Following publication of the CPI Checklist v3 on 1 January 2017, stakeholder feedback received by the Scottish Dental Clinical Effectiveness Programme (SDCEP), Dental Practice Advisors, territorial Health Boards and the Office of the Chief Dental Officer was recorded and collated by SDCEP's CPI team¹. In addition to collating the feedback, SDCEP's CPI team sourced supporting information, including details of available guidance, legislation, policy and/or regulatory requirements, for each individual item of feedback.

All feedback was considered by the CPI Working Group² at its 2019 meeting in Edinburgh. Following this meeting SDCEP's CPI team revised the checklist as agreed.

Agreed Revisions to the CPI Checklist v3

The tables on pages 2 – 8 of this document list agreed revisions (except formatting changes) to the CPI Checklist v3. In the tables:

- Column 1 (Page v4) details the page number in the revised checklist (CPI Checklist v4);
- Column 2 (Item Number v4) details the item number in the revised checklist;
- Column 3 (Item Description and Number v3) details a description and the number of the item in the CPI Checklist v3;
- Column 4 (Revision v4) details the revision made in the CPI Checklist v4. If the revision is a change to the wording of an existing item, any additional text is presented in blue.

¹ The SDCEP CPI team can be contacted at ScottishDental.CEP@nes.scot.nhs.uk

² See Appendix 1 for membership of the CPI Working Group.

Where an item has been deleted or a new item added, numbering within a sub-section may have changed. Numbering changes have been kept to a minimum. Information sources and web links have been updated as necessary.

CPI Checklist v3 – Revision tables

Page v4	Item Number v4	Item Description and Number v3	Revision v4
Front Cover	Bullet 6	To minimise the length of time required for the inspection, please have all relevant documentation prepared for inspector review in the order set out in the Checklist	To minimise the length of time required for the inspection, please have all relevant documentation prepared for inspector review in the order set out in the Checklist or as instructed by the Health Board/Health Board Inspector, if different.
3	Information Sources	CDO IR(ME)R letter 10.09.12 and web location (CPI checklist v3: Bullet 1)	Deleted
	Bullet 10	N/A	New information source and web link - NHS Scotland Waste Management Guidance
	Bullet 15	N/A	New information source and web link -SEPA (Scottish Environmental Protection Agency)

Part 1 Practice details and personnel (Certification and Declaration for All Dental Team Members)			
Page v4	Item Number v4	Item Description and Number v3	Revision v4
5	Table	N/A	New column heading - Fit Slip (where available)
5	Footnote 4	N/A	New footnote - A Fit Slip is an acceptable alternative to individual health clearance items.
5	Key	N/A	New designation key - DN+ = Dental Nurse with EPP duties

Part 2 Practice Requirements			
Section 1 Premises facilities and equipment			
Page v4	Item Number v4	Item Description and Number v3	Revision v4
7	1A.6	CDO IR(ME)R letter 19.09.12, PSM Radiation Protection – Item 1A.6 information source	Information Source changed to PSM Communication
8	1A.13	Off-site (<i>record details on page 9</i>) – Item 1A.13	Off-site (<i>record details in the comments section</i>)
8	1C.8	Oxygen cylinder (15 litres/min): minimum of 2 size D or CD (preferred) or 1 size E – Item 1C.8	Oxygen cylinder (15 litres/min): minimum of 2 size D (340L) or CD (460L) (preferred) or 1 size E (680L) – or equivalent sizes
9	1C.19	First aid box present and adequately filled for size of practice – Item 2C.16 -	Item moved to section 1C (Resuscitation (Medical Emergencies), First Aid and Drugs)

Section 2 Documentation and Certification			
Page v4	Item Number v4	Item Description and Number v3	Revision v4
10	2A.12	N/A	New item - Duty of Candour procedure
10	2A.13	N/A	New item - Policy to ensure the daily (weekday) opening of practice's NHS email box and the dissemination of any relevant material to all staff working at the premises
12	2B.19	Suitable back-up protocol in place for computerised records – Item 2B.19	Suitable documented back-up protocol in place for computerised records

Section 2 Documentation and Certification (Continued)			
Page v4	Item Number v4	Item Description and Number v3	Revision v4
12	2B.20	Data protection/confidentiality/information security policy (including patient access to records) – Item 2B.20	GDPR compliant data protection/confidentiality/information security policy (including patient access to records)
12	2B.21	N/A	New item - evidence that regular reviews of the policy are carried out (bullet for item 2B.20)
12	2B.28	Complaints procedure policy – Item 2B.27	Complaints procedure policy (for making and handling complaints)
13	2C.14	N/A	New item - Legionella risk management policy and procedures (including risk assessment)
14	2D.3 - 8	Red stream waste – Items 2D 3-8	N/A box added to each item
14	2D.9	N/A	New item - gypsum disposed of appropriately (in dedicated gypsum boxes via an appropriate agent, or in yellow stream waste if contaminated with potentially infectious material)
15	2E.4	Written Scheme of Examination if compressor >250 bar litres – Item 2E.4	N/A box added to item
15	2E.7 2E.11 2E15	N/A	New items – Serial number(s) of steam sterilizers
16	2F.1	N/A	New item - Health and Safety Executive registration for use of x-ray equipment

Section 2 Documentation and Certification (Continued)			
Page v4	Item Number v4	Item Description and Number v3	Revision v4
16	2F.5	Up to date 'local rules' in place and subject to document quality assurance (<i>Evidence required</i>) – Item 2F.4	Up to date 'local rules' in place and subject to document control (<i>evidence required</i>)
16	2F.6	Risk assessment for radiation work (Evidence required if there are 5 or more employees) – Item 2F.5	Risk assessment for radiation work
16	2F.7	Documented quality assurance system for radiation equipment in place (<i>Evidence required of proper documentation and of implementation</i>) – Item 2F.6	Documented inventory and quality assurance system for radiation equipment in place (<i>Evidence required of proper documentation and of implementation</i>)
16-17	2F.2–7 & 2F.9	* The Ionising Radiations Regulations 1999, enforced by HSE & HSE(NI) ** The Ionising Radiation (Medical Exposure) Regulations 2000 (as amended) – Items 2F.1-6 & 2F.8	Footnotes deleted
17	2F.9	Set of employer's written procedures in accordance with IR(ME)R 2000 , in place and up to date – Item 2F.8	Up to date Employer's Procedures in accordance with IR(ME)R, in place and subject to document control
17	2F.10	Employers written protocol for each exposure in place and up to date – Item 2F.9	Up to date Employer's Protocol for each type of exposure in place and subject to document control

Section 2 Documentation and Certification (Continued)			
Page v4	Item Number v4	Item Description and Number v3	Revision v4
17	N/A	Documented quality assurance system for Employer's Written Procedures and Protocols in place and up to date - Item 2F.10	Item deleted
17	2F.12	Appropriate Diagnostic Reference Levels (DRLs) in place – Item 2F.12	Appropriate Exposure Charts and Diagnostic Reference Levels (DRLs) readily available
17	2F.14	Documented procedure for pregnancy checking in place and up to date – Item 2F.14	Documented procedure relating to pregnancy enquiries in place
17	2F.15	N/A	New item - Documented procedure for providing information on benefits and risks of dental radiographic exposure
18	2H.9	Dental water bottle procedure – 2H.9	Dental water bottle procedure (or as determined by unit specifications)
18	2H.10	N/A	New Item - Serial number (for washer disinfectant)
19	2H.39	N/A	New item - annual revalidation and service log (for ultrasonic cleaner)

Section 3 Processes			
Page v4	Item Number v4	Item Description and Number v3	Revision v4
21	N/A	3B. Medico-legal and Patient Care (see page 28) – Sub-section 3B Heading	3B. Medico-legal and Patient Care (Sub-section content now directly follows 3A)
23	3E.11	N/A	New item - Serial Number (for washer disinfectant)

Part 3 Observation of Decontamination Process			
Page v4	Item Number v4	Item Description and Number v3	Revision v4
25	Part 3 A/B/C	Sub-sections - Washer Disinfection, Single-use items, Preparation	Sub-sections re-ordered to - Single-use items, Preparation, Washer Disinfection.

Part 4 Individual surgeries			
Page v4	Item Number v4	Item Description and Number v3	Revision v4
28	4B.4	N/A	New item - bacterial filter including activated carbon filter (regularly replaced in accordance with the manufacturer's instructions) (bullet for item 4B.1)
29	4F.1	Amalgamator with aluminium tray - Item 4F.1	Machine for mixing pre-dosed encapsulated* amalgam

Part 4 Individual surgeries (continued)			
Page v4	Item Number v4	Item Description and Number v3	Revision v4
29		N/A	New footnote - In accordance with Regulation (EU) 2017/852 on Mercury (for item 4F.1)
29	4F.2	N/A	New item - on aluminium foiled tray (bullet for item 4F.1)
29	4F.3	N/A	New item - with mixing chamber cover in use (bullet for item 4F.1)
29	4F		N/A box provided for each item
30	4G2G.1	Controlled area designated with suitable and sufficient signs in place, in accordance with IRR99 – Item 4G2G.1	Controlled area designated with suitable and sufficient signs, if required , in place in accordance with IRR17
33	4J1J.12	scalers	scaler tips
33	1J.13	N/A	New item - scaler barrels (bullet item)
35	Signature page		Deleted Longitudinal Dental Foundation Training from the list of VT training

Implementation

The revised CPI checklist v4 will be published on scottishdental.org on 01 February 2020. From 01 May 2020 all practice inspections will be conducted using the revised checklist.

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