

## Part 4 Individual Surgeries

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

Practice/clinic name:

Surgery Number:

<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	N/A	Information Source	Comments
1	A	Premises well maintained and clean with running hot water.....	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>		
3	A	Good Lighting.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	A	Good ventilation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

### B. Suction

			Yes	No	N/A	Information Source	Comments
1	A	Adequate venting of suction system:.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PSM Health and Safety	
2	I	• preferably exhaust air is vented outside the building <b>or</b> .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	I	• mechanical ventilation (extract fan) in surgery <b>or</b> .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	I	• bacterial filter including activated carbon filter (regularly replaced in accordance with the manufacturer's instructions).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**C. Unit/Chair**

			Yes	No	N/A	Information Source	Comments
1	A	Access in emergency.....				PSM Health and Safety	
2	A	Unit free of risk to patients or staff.....					
3	A	Adequate fixed equipment in good repair, including fully reclinable chair that is upholstered with water-resistant material with no tears or cracks.....					

**D. Cabinets/Work Surfaces**

			Yes	No	N/A	Information Source	Comments
1	A	Work surfaces are: • clean, dry, uncluttered.....				SDCEP Decontamination into Practice guidance	
2	A	• smooth, impervious with sealed edges without gaps.....					
3	A	Satisfactory number and arrangement of sinks.....					
4	A	Cabinetry adequate for 4-handed dentistry.....					

**E. Floor Coverings**

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

<b>F. Amalgam Mixing</b>							
			Yes	No	N/A	Information Source	Comments
1	A	Machine for mixing pre-dosed encapsulated* amalgam				PSM Health and Safety	
2	A	• on aluminium foiled tray.....					
3	A	• with mixing chamber cover in use.....					
3	A	Spillage kit available.....					
4	A	Amalgam separation system in place*.....					
5	A	Suitable storage of waste amalgam.....					

**\* In accordance with Regulation (EU) 2017/852 on Mercury**

<b>G. Radiology</b>							
See also Part 2 Sections 2F Radiation Protection (Documentation and Certification); 3D Radiation (Processes)							
<b>1G. X-ray Machine</b>							
			Yes	No	N/A	Information Source	Comments
1	A	X-ray machine present.....				PSM Radiation Protection	
2	A	Record X-ray machine serial number: _____					
3	A	Film speed used in radiology is E speed or faster (digital assumed to be faster).....					
4	A	Film-holding beam-aiming devices.....					

<b>2G. Radiation Protection</b>							
			Yes	No	N/A	Information Source	Comments
1	A	Controlled area designated with suitable and sufficient signs if required in place, in accordance with <b>IRR17*</b> .....					
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 2017 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	N/A	Information Source	Comments
		<b>Disposed of after every patient visit:</b>					
1	A	• 3-in-1 tips.....				SDCEP Decontamination into Practice guidance	
2	A	• Aspirator tips (if single use).....					
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'.....					

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

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

### 3H. Waterlines

			Yes	No	N/A	Information Source	Comments
1	A	Waterlines flushed after each patient.....				PSM H&S Infection Control (in development)	
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.....					

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

5H. Products							
			Yes	No	N/A	Information Source	Comments
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	N/A	Information Source	Comments
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	N/A	Information Source	Comments
		<b>Adequate and appropriate instruments for:</b>					
1	A	• examination.....					
2	A	• routine conservation.....					
3	A	• endodontics*.....					
4	A	• periodontics.....					
5	A	• oral surgery*.....					
6	A	• prosthetics*.....					
7	A	• orthodontics*.....					
8	A	• crowns and bridges*.....					
		<b>Number of:</b>					
9	A	• high speed _____					
10	A	• slow speed _____					
11	A	• straights _____					
12	A	• scaler tips _____					
		• scaler barrels _____					
13	A	Adequate sets of burs (dependent on patient throughput).....					

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

**2J. Other Equipment**

			Yes	No	N/A	Information Source	Comments
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.....					