



Dental Practice Review

Date of Review _____

(A semi-annual review is recommended)

PART I - STAFFING

Licensed Dental Assistants License verification available no yes

Dental Hygienists: License verification available no yes

(Note: All licensed staff are provided with an annual license card by the Provincial Dental Board.)

PART II – FACILITY REVIEW

A. PRIVACY (PIPEDA)

1. Is the practice's privacy policy posted and visible to persons entering the practice?
no yes

2. Is patient privacy maintained re: records, computers, screens, conversations, etc?
yes improvement needed

3. Consent customarily gained by:
Written consent Verbal consent Implied consent

4. The Privacy Officer is _____
(name)

Dentists should ensure that their office staff are aware of the PIPEDA obligations and that patient privacy is safeguarded relative to but not limited to:

- the storage of dental records
- visibility of charts and computer screens to other patients
- conversations of a personal nature with or about other patients

The Association's paper, *PIPEDA in the Dental Office* addresses compliance best practices.

B. SAFETY

Operatories and Laboratories

1. Is the office in compliance with WHMIS requirements?
yes improvement needed
2. Is WHMIS compliance resource information readily available to staff?
yes improvement needed
3. Have all staff members had WHMIS training? no yes

Fire Safety Regulations

1. Are fire extinguishers inspected annually by a qualified inspector? no yes

Comments _____

Under the *Occupational Health and Safety Act*, dentists as employers, are subject to a broad range of legal requirements concerning the safety of the workplace, including the maintaining of a health and safety policy.

This legislation gives workers the following rights:

- A. the right to know about potential hazards, including the right to be trained;**
- B. the right to refuse work that might be dangerous to their health; and**
- C. the right to stop work if the worker feels that he or she has been placed in a hazardous situation.**

Product information sheets must also be available in the office for the materials and medications that are used there.

Information about the Workplace Hazardous Materials Information Systems (WHMIS) legislation can be obtained from the Nova Scotia Dental Association.



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Additional information including use of fire extinguishers is available in the Association's paper, *The Occupational Health and Safety Act's Dental Office Interpretation, A Guide for Nova Scotia Dental Offices.*

First Aid

1. The Safety Officer is _____.
(name)
2. Approved First Aid Kit no yes

Under the *Occupational Health and Safety Act*, dentists as employers are required to have a trained Safety Officer and an approved First Aid Kit.

First Aid regulation information can be obtained from the Nova Scotia Dental Association.

Additional information is available in the Association's paper, *The Occupational Health and Safety Act's Dental Office Interpretation, A Guide for Nova Scotia Dental Offices.*

X-Rays

1. Gonadal shielding
 - a) Available? no yes
 - b) Used regularly? yes improvement needed
 - c) Sound Condition? yes improvement needed
2. Thyroid shielding
 - a) Available? no yes
 - b) Used regularly? yes improvement needed
 - c) Sound Condition? yes improvement needed
3. Date of last recommended dosimetry badge submission _____
4. Only licensed staff are operating radiographic equipment no yes
5. All radiographic machines are registered no yes



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Comments _____

OPERATOR QUALIFICATIONS:

The taking of radiographs in dental offices is controlled by federal regulations, administered by the provincial Department of the Environment.

This legislation states that no person shall use an x-ray machine for the irradiation of a human being unless he or she has successfully completed a recognized course in radiology safety as part of the qualifications of his or her specified discipline.

Dentists, licensed dental assistants and dental hygienists are deemed to be qualified by virtue of their training.

Registration of X-ray Machines

No registration required

Patient Shielding

The Association recommends the use of both gonadal and thyroid shielding devices where possible and practical. These devices should be stored according to manufacturer's recommendations.

Thermoluminescent Dosimetry Services (TLD) Badges

All staff using x-ray equipment must wear a dosimeter (TLD) badge. Badges are submitted after a 3 month wear cycle. For information contact: National Dosimetry Services:

Radiation Protection Bureau
775 Brookfield Road
Address Locator 6301D
Ottawa ON K1A 1C1
Telephone :Toll-free (800) 261-6689
Local (613) 954-6689



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Fax Toll-free (800) 252-6272
Local (613) 957-8698

C. STAFF IMMUNIZATION

- 1. Do clinical staff have current status Hepatitis B vaccination?
no yes
- 2. Have all staff had recommended annual flu vaccination?
no yes

Comments _____

D. INFECTION CONTROL

- 1. Is staff familiar with current infection control procedures and protocol?
no yes
- 2. Are current infection control procedures employed?
no yes

Universal Precautions should be used for all patients. These risk reduction measures relate to the proper handling of sharps and biological wastes and the use of personal protection barriers.

Protective barriers are required in order to isolate the dental care provider from contact with blood and blood-contaminated saliva. These barriers include gloves, masks, protective eyewear and clinical attire.

Just as gloves are essential when contact with blood and saliva is anticipated, masks, protective eyewear and clinical attire provide maximum protection when aerosolation or splatter of blood and saliva are encountered.

Heat sterilization is required for all instruments (including handpieces) that penetrate the oral tissues or come in contact with intact mucous membranes. Routine monitoring of sterilizers with biological indicators is recommended.



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Work surfaces associated with patient treatment should be disinfected between patients.

The Association’s *Infection Control Manual* provides best practices discussion and guidelines.

E. DRUG MANAGEMENT

- 1. Are narcotic (controlled) drugs properly stored? no yes
- 2. Is a drug register kept according to federal regulation? no yes
- 3. Are prescription pads inaccessible to patients or visitors in the office? no yes

Comments _____

DRUG RECORDS

All narcotic or controlled drugs that are kept for office use in order to be administered or dispensed to patients (with the exception of the office emergency kit) should be kept in a locked cupboard or drawer out of sight and reach of patients or perspective patients.

A drug record (register) must be kept for each of these narcotic or controlled drugs, which must include the name of the drug and strength, number dispensed or administered, name of the patient and date dispensed. It should also include the quantity of drug purchased for office use, the date purchased, the supplier’s name and purchase price (if any) and the balance of the quantity of drug remaining when some have been dispensed to a patient.

Prescription pads should never be pre-signed and they should be kept out of the reach of patients, prospective patients or visitors to the office.

For more information please contact:

Office of Controlled Substances
Health Canada
Address Locator 3503D
Ottawa ON K1A 1B9
Phone: (613) 952-2131
Fax: (613) 941-4760
www.hc-sc.gc.ca/hecs-sesc/ocs/index.htm

F. DENTAL OFFICE EMERGENCIES

1. Is there an emergency kit/drugs available? no yes
2. Are emergency drugs current? no yes
3. Does the dentist and/or key staff have current CPR certification?
 no yes
4. Are staff aware of protocol and procedures to effectively deal with medical emergencies?
 no yes

Comments _____

MEDICAL EMERGENCIES

The treatment of medical emergencies in a dental office begins with assessment and if necessary, treatment of airway, breathing and circulation by means of cardiopulmonary resuscitation. Only after these basics have been addressed should the use of emergency drugs listed below be considered. These drugs should be readily available, however, used only for emergencies of a life-threatening nature.

The following five basic drugs should be included in the emergency kit of every dental office.

Oxygen (for most medical emergency situations)
Epinephrine (for anaphylaxis, asthmatic bronchospasm which is unresponsive to Salbutamol or cardiac arrest)



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Nitroglycerin (for angina pectoris)
Diphenhydramine or chlorpheniramine (for allergic reactions)
Salbutamol inhalation aerosol (for asthmatic bronchospasm)

In addition to having an emergency kit available with drugs that have current dates, it is also recommended that:
Key office staff have current CPR training
An emergency protocol be in place in the office; and
Procedures to follow when a medical emergency arises (who does what) are known by staff

G. WASTE MANAGEMENT

1. Is there a protocol in place for handling biomedical waste and sharps?
no yes
2. Is resource material for the proper management of biomedical waste handling and disposal readily available to staff?
no yes
3. Is an amalgam separator installed?
no yes

Comments _____

The Association paper, *Best Management Practices for Hazardous Dental Waste Disposal* provides best practices discussion and guidelines.

H. MATERIALS MANAGEMENT

1. Are materials/anesthetics within current expiry dates? no yes

Comments _____

PART III - OTHER MATTERS

A. LABOUR STANDARDS

1. Is a copy of the Provincial Labour Code posted in an area readily available to staff?
no yes

Comments _____

B. CREDIT GRANTING (INTEREST CHARGES)

1. If the practice grants credit, do patient account invoices and statements show the annual rate of interest charged? no yes

Comments _____

The Consumer Protection Act requires that all credit grantors who are considered lenders within the definition of the Consumer Protection Act be registered under this Statute. Credit includes advancement of money, extension of credit card or line-of-credit arrangements and agreements to purchase goods of services where all or part of the purchase price is payable after the agreement is entered into, and includes transactions where an interest charge is levied on accounts.



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All lenders who fall within this definition as noted above must disclose to their customers the cost of borrowing, as an annual rate and in dollars and cents.

Businesses that only charge a service or interest charge on overdue accounts are not required to register under this act, they must however disclose their interest charges on their invoice/statements; For more information please contact:

Service Nova Scotia Municipal Relations
Maritime Centre (Aliant Building)
P.O. Box 2723
Halifax, NS.

Phone 902-424-5552, Fax 902-424-0702, Email knoxme@gov.ns.ca,
Website: <http://www.gov.ns.ca/snsmr/consumer/>

C. SOCAN

1. Does the practice have a current Socan license?
no yes not applicable

Under Federal legislation dental practices may be required to have a SOCAN license. Licensing requirement information is available from:

Socan Dartmouth
45 Alderney Dr. Suite 802
Dartmouth Nova Scotia
B2Y 2N6

Telephone: 464-7000, toll free: 1-800-707-6226
Fax: 464-9696 website: www.socan.ca