

QUALITY ASSURANCE SELF-EVALUATION

Can you answer **YES** to each of the following? Circle those that need changes or improvement.

I. Are the following items that relate to safeguarding the health and safety of patients and staff in place?

- a. Walls or partitions for shielding of all x-ray units
- b. Lead aprons
- c. High volume evacuation
- d. Blood pressure recording equipment
- e. Portable oxygen
- f. Resuscitation bags/pocket masks/ventilation for CPR
- g. Trash can liners
- h. Eyewash station
- i. A written protocol or guide covering an office response to medical emergencies
- j. Staff meetings held at least annually that address in-service training related to medical emergencies, occupational hazards and infection control
- k. Fire extinguisher
- l. Appropriate labels for hazardous chemicals
- m. Shielding for use when light curing procedures are applied

II. Are the following procedures that relate to sterilization and infection control of instruments and equipment used routinely?

- a. Heat sterilization
- b. Hospital level disinfectant or barriers
- c. Instruments ultrasonically cleaned whenever possible rather than hand scrubbed
- d. Water lines flushed several minutes at the beginning of the day and 20 to 30 seconds between patients
- e. Handpieces sterilized after each use
- f. Burs sterilized after each use or disposed
- g. Single use items disposed of after one-patient use (vacuum tips, air/water tips, plastic dappen dishes, impression trays, etc.)
- h. Hand instruments heat sterilized after each use
- i. Saliva ejector/evacuator sterilized or disposed
- j. Biohazardous waste discarded according to state and federal laws
- k. Needles/sharps discarded in puncture resistant containers
- l. Impressions disinfected before poured or sent to lab
- m. Ultrasonic instrument cleaner contains a basket
- n. Ultrasonic instrument cleaner is run with the lid in place
- o. Universal Precautions practiced (all patients treated as if infectious)

- III. Are the following sources of cross-contamination cleaned and disinfected after each patient or are they protected by disposable barriers?**
- a. Dental light handles
 - b. Unit switches and controls
 - c. Bracket trays/assistant carts & holders for handpieces
 - d. Surfaces of all work areas utilized
 - e. X-ray control buttons
 - f. Drawer handles.
 - g. Chair adjustment switches
 - h. Chair head rest.
- IV. Are the following sterilization and infection control procedures that relate to patients and staff used routinely?**
- a. Hands washed before donning gloves
 - b. Hands washed after removing gloves
 - c. Heavy-duty utility gloves for processing contaminated instruments
 - d. Exam or surgical gloves worn routinely
 - e. Gloves changed between each patient and not reused
 - f. Liquid soap used for hand washing
 - g. Antimicrobial soap used for hand washing if hands become contaminated with blood or other body fluids
 - h. Personal protective clothing worn by all patient care personnel
 - i. Personal protective clothing changed daily or when visibly soiled
 - j. Personal protective clothing removed before leaving the office
 - k. Face masks worn for all patient treatment
 - l. Face masks changed between patients
 - m. Protective eyewear with side shields worn by all patient care personnel
 - n. One-handed scoop method to recap needles or a recapping device
 - o. Paper towels used
 - p. All patient care personnel have been offered Hepatitis B vaccine
- V. Do patient records routinely contain the following?**
- a. Medical history recorded and updated
 - b. Physician's name or "none" noted
 - c. Records of patients with significant medical problems include a medical alert "flag" in a consistent, conspicuous place
 - d. A dental history
 - e. Head and neck/soft tissue exam recorded and updated
 - f. Progress notes
 - g. Documentation of informed consent

VI. In your office:

- a. Do you make reasonable accommodations for disabled patients in gaining access and being treated?
- b. Do you examine new patients before radiographs are taken in order to prescribe only those films indicated?
- c. Are the most current radiographs for each patient mounted?
- d. Are all radiographs in the patient's record labeled and dated?
- e. Is there a system for dental emergency coverage?
- f. Is there a clearly defined treatment plan?

VII. For patients with ongoing care, do your records include:

- a. Record of pre-existing dental treatment.
- b. Record of dental pathology (carious lesions, fractures, etc.)
- c. Record of periodontal probing and assessment
- d. A recall system

The Arkansas State Board of Dental Examiners has provided this checklist to you for your use.

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