| No  | Area | Comments  | Any actions |
| --- | --- | --- | --- |
|  |  |  |  |
|  | Google reviews/ NHS choices. Any unresponded negative ones |  |  |
|  | pt satisfaction surveys or how you get feedback from pts. |  |  |
|  | What is access like including toilets |  |  |
|  | Is there parking inc disabled parking |  |  |
|  | Do you do appraisals and 1-1s |  |  |
|  | Is the complaints procedure displayed |  |  |
|  | How do you cascade any relevant information in the practice |  |  |
|  | What ventilation do you have and do you have any SOPs remaining? |  |  |
|  | Safeguarding - have you had any issues |  |  |
|  | have you all had MCA training |  |  |
|  | what level are you all trained |  |  |
|  | Have you done a DDA audit and were there any actions? |  |  |
|  | Do you have a ME kit and o2 - is it checked regularly |  |  |
|  | Where do you store your glucagon |  |  |
|  | do you have a separate fridge and is the temp monitored |  |  |
|  | Do you do BLS training and do you practice any scenarios |  |  |
|  | How have you changed resus in line with Covid |  |  |
|  | Decon - talk me through the process |  |  |
|  | Has everyone undertaken training in infection control |  |  |
|  | Do you carry out waste segregation |  |  |
|  | Have you got consignment and transfer notes |  |  |
|  | Who do you use for waste |  |  |
|  | Where do you keep the bags for collection |  |  |
|  | Environment cleaning - who does it do they have a check list |  |  |
|  | Do you keep the mops and buckets securely away from the public and in line with NPSA |  |  |
|  | Are uniforms taken home and washed |  |  |
|  | Where do you all get changed |  |  |
|  | COSHH - do you have a register and how do you deal with new materials |  |  |
|  | Are you signed up for MHRA alerts and how do you cascade information |  |  |
|  | Staffing levels - are they ok |  |  |
|  | Do you have a rota? Do you use agency |  |  |
|  | Do you do sedation |  |  |
|  | Clinical records - can you remote login |  |  |
|  | Do you all have secure login and passwords |  |  |
|  | Do you do record card audits, when was the last one and were there any actions |  |  |
|  | Do the records show pt choices and which they chose |  |  |
|  | Referrals - do you use Rego |  |  |
|  | How are they logged and how do you keep track of them |  |  |
|  | Private referrals the same questions |  |  |
|  | What do you do about 2WW referrals |  |  |
|  | Antibiotics - do you dispense |  |  |
|  | Are they labelled, locked away and logged securely. Same goes for prescription pads |  |  |
|  | Have you done a prescribing audit and were there any actions? |  |  |
|  | Do you follow NICE guidance for recalls |  |  |
|  | Do you do fluoride application |  |  |
|  | What care products are sold? |  |  |
|  | Delivering better oral health |  |  |
|  | How do you get consent from pts |  |  |
|  | And children |  |  |
|  | Do you give treatment plans |  |  |
|  | What do you do if there are capacity issues - do you refer onwards |  |  |
|  | Recruitment - what checks do you do |  |  |
|  | Are the policies accessible to the staff |  |  |
|  | What training is done for CPD – how do they get it |  |  |
|  | Do you have access to translation services |  |  |
|  | What languages are spoken at the practice |  |  |
|  | Do you have an induction loop |  |  |
|  | Do you have large print or braille |  |  |
|  | How do you do the MH and pt info |  |  |
|  | Do you always have a nurse present with the dentist |  |  |
|  | Does the hyg work alone or with a nurse |  |  |
|  | Do you have a lone working policy |  |  |
|  | Access to treatment - do you have any backlogs, how are you dealing with them |  |  |
|  | Are you doing recalls and seeing new patients |  |  |
|  | Where do your patient come from |  |  |
|  | Do pts know how to access out of hours care |  |  |
|  | Do you have emergency slots each day |  |  |
|  | Have you had to do extra hours or weekends |  |  |
|  | Radiation file up to date |  |  |
|  | CPD for radiation up to date |  |  |
|  | Are you reg with the HSE |  |  |
|  | What type of X-ray machines do you have |  |  |
|  | 3 yearly tests done? |  |  |
|  | Annual electro mechanical checks for the machines |  |  |
|  | Local rules |  |  |
|  | Do you do QA for the rads |  |  |
|  | Have you done the audit and were there any actions |  |  |
|  | Have you done a fire risk assessment - review it annually |  |  |
|  | Have the actions been done |  |  |
|  | Extinguishers serviced |  |  |
|  | Fire drills done |  |  |
|  | Are the alarms tested |  |  |
|  | Legionella RA done |  |  |
|  | Reviewed annually |  |  |
|  | Do you have a written scheme |  |  |
|  | What goes in waterline |  |  |
|  | Are the temperatures done monthly |  |  |
|  | Is the equipment serviced and maintained |  |  |
|  | Do you have a business continuity plan and is it reviewed and updated |  |  |
|  | What is your fire/flood contingency |  |  |
|  | Do you have a buddy system locally to send patients to |  |  |
|  | Financially how is the practice |  |  |
|  | Do you have a whistle blowing or raising concerns policy |  |  |
|  | What does duty of candour mean to you |  |  |

Background to the practice – NHS/private %

Personnel involved in the practice

Registered manager

Registered entity

Safeguarding lead

Infection control lead

RPA/MPE

HSE Reg

RPS