



# Provincial Dental Board of Nova Scotia Dental Practice Review 2018

## Self-Assessment Document

*All licensed dentists selected to complete a self-assessment document must complete, sign and return the self-assessment document to the Dental Practice Review Committee.*

*If you are an associate of a practice you may require the assistance of the practice owner to complete the document.*

### SECTION 1 GENERAL INFORMATION

Name \_\_\_\_\_

#### Contact Information

Practice

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Incorporation Status

Is your practice incorporated? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered **YES** please answer the following questions to confirm your compliance with the Professional Corporations Regulations:

Do you have a current year Incorporation permit? Yes \_\_\_\_\_ No \_\_\_\_\_

Are the majority of the directors and officers of the corporation licensed dentists? Yes \_\_\_\_\_ No \_\_\_\_\_

Are the majority of voting shares of the corporation beneficially owned by one or more licensed dentists? Yes \_\_\_\_\_ No \_\_\_\_\_

**Staff**

Please provide the number of staff and indicate their current licensure status:

Number Licensed dental hygienists \_\_\_\_\_ License verification Yes \_\_\_\_\_ No \_\_\_\_\_

Number Licensed dental assistants \_\_\_\_\_ License verification Yes \_\_\_\_\_ No \_\_\_\_\_

Number Non-licensed dental assistants \_\_\_\_\_

***Reviewer Comments (To be completed by Dental Practice Review committee member only)***

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**SECTION 2 FACILITY REVIEW**

**Infection Control**

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|--|-----|----|
| 1. Is Office Protocol for Sterilization / Disinfection consistent with the NSDA Guidelines?    | Yes | No |
| 2. Is infection control and asepsis procedure resource information readily available to staff? | Yes | No |
| 3. Are appropriate barriers used?  | Yes | No |
| 4. Is there a system in place to prevent cross contamination?                                  | Yes | No |
| 5. Is sterilization equipment properly maintained / monitored?                                 | Yes | No |

**Radiographic Safety**

- |  |     |    |
|--|-----|----|
| 1. Are all staff who take radiographs licensed to do so? | Yes | No |
| 2. Is gonadal shielding routinely used?                  | Yes | No |
| 3. Is thyroid shielding routinely used?                  | Yes | No |



## SECTION 3 – LICENSEE SPECIFIC REVIEW

### Record Review

#### *Refer to PDBNS Recordkeeping Guidelines*

<b>Patient Information</b>	Sufficient Information	Yes	No
<b>Medical Information</b>	Sufficient Information	Yes	No
	Signed by dentist	Yes	No
	Dated	Yes	No
	Evidence of updates	Yes	No
<b>Dental History</b>	Sufficient Information	Yes	No
<b>Intra Oral Charting</b>	Sufficient Information	Yes	No
<b>Extra Oral Charting</b>	Sufficient Information	Yes	No
<b>Periodontal Charting</b>	Sufficient Information	Yes	No
<b>Radiographs</b>	Diagnostic quality	Yes	No
	Labeled and dated	Yes	No
	Evidence that ordering radiographs is patient specific	Yes	No

### Diagnosis

- |  |     |    |
|--|-----|----|
| 1. Is diagnosis recorded in the chart?                       | Yes | No |
| 2. Is diagnosis substantiated by recorded clinical findings? | Yes | No |

### Treatment Plan

- |  |     |    |
|--|-----|----|
| 1. Is treatment plan recorded in chart and dated?  | Yes | No |
| 2. Is there a protocol in place in the office to ensure that patients are provided with sufficient information to give informed consent? | Yes | No |

### Clinical Progress Notes

- |   |     |    |
|---|-----|----|
| 1. Are local / other anesthetics / sedatives recorded?            | Yes | No |
| 2. Are materials / techniques used recorded?                      | Yes | No |
| 3. Is any advice given to patient recorded?                       | Yes | No |
| 4. Is commentary from patient relating to treatment (s) recorded? | Yes | No |
| 5. Are entries attributable to treating professional?             | Yes | No |
| 6. Are chart entries legible?                                     | Yes | No |
| 7. Are chart entries dated?                                       | Yes | No |
| 8. Is treatment explained by chart entries?                       | Yes | No |

