

Announced Care Inspection Report 18 April 2016



Abbey Dental Clinic

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Inspector: Emily Campbell

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Assurance, Challenge and Improvement in Health and Social Care

1.0 Summary

An announced inspection of Abbey Dental Clinic took place on 18 April 2016 from 10:00 to 12:50.

The inspection sought to assess progress with any issues raised during and since the previous inspection and to determine if the service was delivering safe, effective and compassionate care and if the service was well led.

Is care safe?

Observations made, review of documentation and discussion with Ms McCloskey, registered person and staff demonstrated that systems and processes were in place to ensure that care to patients was safe and avoids and prevents harm. Areas reviewed included staffing, recruitment and selection, safeguarding, management of medical emergencies, infection prevention control and decontamination, radiology and the general environment. No requirements or recommendations have been made.

Is care effective?

Observations made, review of documentation and discussion with Ms McCloskey and staff demonstrated that systems and processes were in place to ensure that care provided in the establishment was effective. Areas reviewed included clinical records, health promotion, audits and communication. No requirements or recommendations have been made.

Is care compassionate?

Observations made, review of documentation and discussion with Ms McCloskey and staff demonstrated that arrangements were in place to promote patients' dignity, respect and involvement in decision making. No requirements or recommendations have been made.

Is the service well led?

Information gathered during the inspection evidenced that there was effective leadership and governance arrangements in place which creates a culture focused on the needs of patients in order to deliver safe, effective and compassionate care. Areas reviewed included organisational and staff working arrangements, the arrangements for policy and risk assessment reviews, the arrangements for dealing with complaints, incidents and alerts, insurance arrangements and the registered person's understanding of their role and responsibility in accordance with legislation. No requirements or recommendations have been made.

This inspection was underpinned by The Independent Health Care Regulations (Northern Ireland) 2005, The Regulation and Improvement Authority (Independent Health Care) (Fees and Frequency of Inspections) (Amendment) Regulations (Northern Ireland) 2011 and the Department of Health, Social Services and Public Safety (DHSSPS) Minimum Standards for Dental Care and Treatment (2011).

While we assess the quality of services provided against regulations and associated DHSSPS care standards, we do not assess the quality of dentistry provided by individual dentists.

1.1 Inspection outcome

	Requirements	Recommendations
Total number of requirements and recommendations made at this inspection	0	0

This inspection resulted in no requirements or recommendations being made. Findings of the inspection were discussed with Ms Grainne McCloskey, registered person and Ms Arlene Wilson, practice manager, as part of the inspection process and can be found in the main body of the report.

Enforcement action did not result from the findings of this inspection.

1.2 Actions/enforcement taken following the most recent care inspection

Other than those actions detailed in the previous QIP there were no further actions required to be taken following the last inspection.

2.0 Service details

Registered organisation/registered person: Abbey Dental Clinic Ltd Ms Grainne McCloskey	Registered manager: Ms Grainne McCloskey
Person in charge of the service at the time of inspection: Ms Grainne McCloskey	Date manager registered: 14 May 2013
Categories of care: Independent Hospital (IH) – Dental Treatment	Number of registered places: 3

Abbey Dental Clinic operates a total of four dental chairs. The practice is registered with RQIA for three dental chairs which are used for private and NHS dental treatment, while one further dental chair is used for NHS treatment only.

3.0 Methods/processes

Questionnaires were provided to patients and staff prior to the inspection by the practice on behalf of the RQIA. Prior to inspection we analysed the following records: staffing information, complaints declaration and returned completed patient and staff questionnaires.

During the inspection the inspector met with Ms McCloskey, registered person, the practice manager, who is also a dental nurse, two dental nurses and a receptionist/trainee dental nurse. A tour of the premises was also undertaken.

Records were examined during the inspection in relation to the following areas:

- staffing
- recruitment and selection
- safeguarding
- management of medical emergencies
- infection prevention and control
- radiography
- clinical record recording arrangements
- health promotion
- management and governance arrangements
- maintenance arrangements

4.0 The inspection

4.1 Review of requirements and recommendations from the most recent inspection dated 14 April 2015

The most recent inspection of the establishment was an announced care inspection. The completed QIP was returned and approved by the care inspector.

4.2 Review of requirements and recommendations from the last care inspection dated 14 April 2015

Last care inspection recommendations	Validation of compliance
<p>Recommendation 1</p> <p>Ref: Standard 11</p> <p>Stated: First time</p> <p>It is recommended that recruitment and selection procedures should be further developed to ensure the following are obtained and details retained in staff personnel files on recruitment of new staff:</p> <ul style="list-style-type: none"> • positive proof of identity, including a recent photograph • evidence that an enhanced AccessNI check is undertaken and received prior to commencing work in the practice • two written references, one of which should be from the current/most recent employer • criminal conviction declarations on application • a copy of the staff member's contract <p>Positive proof of identity, including a recent photograph, should be obtained in respect of staff employed since registration of the practice with RQIA.</p> <p>Action taken as confirmed during the inspection:</p> <p>A review of the personnel file of a staff member recruited since the previous inspection evidenced that all of the required information pertaining to recruitment had been obtained.</p> <p>One personnel file of a staff member recruited since registration was randomly selected for review and confirmed that positive proof of identity had been obtained.</p>	<p>Met</p>
<p>Recommendation 2</p> <p>Ref: Standard 11.1</p> <p>Stated: First time</p> <p>It is recommended that a staff register is developed and retained containing details of all staff, including, name, date of birth, position; dates of employment; and details of professional qualification and professional registration with the GDC, where applicable.</p> <p>Action taken as confirmed during the inspection:</p> <p>A staff register had been developed which contained the relevant staff information.</p>	<p>Met</p>

<p>Recommendation 3</p> <p>Ref: Standard 14</p> <p>Stated: First time</p>	<p>It is recommended that an application for minor variation in respect of the relocation of the identified dental surgery should be submitted to RQIA.</p> <p>A copy of the critical examination of the x-ray unit and confirmation that the local rules have been updated should be submitted to RQIA.</p> <hr/> <p>Action taken as confirmed during the inspection:</p> <p>An application for a minor variation was submitted to RQIA following the previous inspection. The critical examination of the x-ray unit and confirmation that the local rules had been updated was also submitted to RQIA.</p>	<p>Met</p>
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4.3 Is care safe?

Staffing

Four dental surgeries are in operation in this practice. Discussion with Ms McCloskey and staff and review of completed patient and staff questionnaires demonstrated that there was sufficient staff in various roles to fulfil the needs of the practice and patients.

Induction programme templates were in place relevant to specific roles and responsibilities. A sample of one evidenced that an induction programme had been completed when a new member of staff joined the practice.

Procedures were in place for appraising staff performance and staff confirmed that appraisals had taken place. Staff confirmed that they felt supported and involved in discussions about their personal development. Review of a sample of three personnel records evidenced that appraisals had been completed on an annual basis. There was a system in place to ensure that all staff receive appropriate training to fulfil the duties of their role. Training records were retained in the practice.

A review of records confirmed that a robust system was in place to review the General Dental Council (GDC) registration status and professional indemnity of all clinical staff.

Recruitment and selection

A review of the submitted staffing information and discussion with Ms McCloskey and the practice manager confirmed that one member of staff had been recruited since the previous inspection. A review of the personnel file for the staff member demonstrated that all the relevant information as outlined in Schedule 2 of The Independent Health Care Regulations (Northern Ireland) 2005 has been sought and retained. A staff register has been established which includes the relevant information required under legislation.

Safeguarding

Staff spoken with were aware of the types and indicators of abuse and the actions to be taken in the event of a safeguarding issue being identified including who the nominated safeguarding lead was.

Review of records demonstrated that all staff had received training in safeguarding children and adults as outlined in the Minimum Standards for Dental Care and Treatment 2011. Ms McCloskey had recently attended a presentation regarding the new regional guidance issued in July 2015 entitled “Adult Safeguarding Prevention and Protection in Partnership” and a copy of this was retained in the practice for staff reference. Ms McCloskey demonstrated how she shared the information with staff.

Management of medical emergencies

A review of medical emergency arrangements evidenced that emergency medicines were provided in keeping with the British National Formulary (BNF), and that emergency equipment as recommended by the Resuscitation Council (UK) guidelines was retained. A robust system was in place to ensure that emergency medicines and equipment do not exceed their expiry date. There was an identified individual with responsibility for checking emergency medicines and equipment.

A review of training records and discussion with staff confirmed that the management of medical emergencies is included in the induction programme and training is updated on an annual basis in keeping with best practice guidance.

Discussion with staff demonstrated that they have a good understanding of the actions to be taken in the event of a medical emergency and the location of medical emergency medicines and equipment.

Infection prevention control and decontamination procedures

Clinical and decontamination areas were tidy and uncluttered and work surfaces were intact and easy to clean. Fixtures, fittings, dental chairs and equipment were free from damage, dust and visible dirt. Staff were observed to be adhering to best practice in terms of uniform policy.

Discussion with staff demonstrated that they had an understanding of infection prevention and control policies and procedures and were aware of their roles and responsibilities. Staff confirmed that they have received training in infection prevention and control and decontamination in keeping with best practice. Training records were available for inspection.

There was a nominated lead who had responsibility for infection control and decontamination in the practice.

A decontamination room, separate from patient treatment areas and dedicated to the decontamination process, was available. Appropriate equipment, including a washer disinfectant and two steam sterilisers have been provided to meet the practice requirements. A review of documentation evidenced that equipment used in the decontamination process has been appropriately validated. A review of equipment logbooks evidenced that periodic tests are undertaken and recorded in keeping with HTM 01-05.

It was confirmed that the practice continues to audit compliance with HTM 01-05 using the Infection Prevention Society (IPS) electronic audit tool.

A range of policies and procedures were in place in relation to decontamination and infection prevention and control.

Radiography

The practice has four surgeries, three of which has an intra-oral x-ray machine. In addition there is an orthopan tomogram machine (OPG), which is located in the fourth surgery.

A dedicated radiation protection file containing the relevant local rules, employer's procedures and other additional information was retained. A review of the file confirmed that staff have been authorised by the radiation protection supervisor (RPS) for their relevant duties and have received local training in relation to these duties. It was evidenced that all measures are taken to optimise dose exposure. This included the use of rectangular collimation, x-ray audits and digital x-ray processing.

A copy of the local rules was on display near each x-ray machine and appropriate staff had signed to confirm that they had read and understood these. Staff spoken with demonstrated sound knowledge of the local rules and associated practice.

The radiation protection advisor (RPA) completes a quality assurance check every three years. Review of the report of the most recent visit by the RPA demonstrated that recommendations made have been addressed.

The x-ray equipment has been serviced and maintained in accordance with manufacturer's instructions.

Quality assurance systems and processes were in place to ensure that all matters relating to x-rays reflect legislative and best practice guidance.

Environment

The environment was maintained to a high standard of maintenance and décor.

Detailed cleaning schedules were in place for all areas which were signed on completion. A colour coded cleaning system was in place.

Arrangements are in place for maintaining the environment. Documents reviewed included a review of general health and safety risk assessments, portable appliance testing, fire detection systems and fire-fighting equipment, boiler servicing and legionella risk assessment. Hot and cold water temperatures had been monitored and recorded on a regular basis in keeping with the legionella risk assessment control measures.

A written scheme of examination of pressure vessels was in place and the compressor and sterilisers were inspected in keeping with the scheme.

Patient and staff views

Twenty-one patients submitted questionnaire responses to RQIA. All indicated that they felt safe and protected from harm. The following comments were provided:

- “Everything well explained in clear way.”
- “Always safe and reassured.”
- “Every aspect from making an appointment to treatment is dealt with in the greatest due care and respect.”
- “Everyone was super friendly.”
- “All of the above points are well covered by the clinic and all of the staff are very approachable and helpful.”

Ten staff submitted questionnaire responses. All indicated that they feel that patients are safe and protected from harm. Staff spoken with during the inspection concurred with this.

Areas for improvement

No areas for improvement were identified during the inspection.

Number of requirements:	0	Number of recommendations:	0
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4.4 Is care effective?

Clinical records

Ms McCloskey and staff spoken with confirmed that clinical records are updated contemporaneously during each patient’s treatment session in accordance with best practice.

Routine dental examinations include a review of medical history, a check for gum disease and oral cancers and that treatment plans are developed in consultation with patients. Discussion with staff confirmed that patients are informed about the cost of treatments, choices and options.

Both manual and computerised records are maintained. Electronic records have different levels of access afforded to staff dependent on their role and responsibilities. Appropriate systems and processes were in place for the management of records and maintaining patient confidentiality.

The practice is registered with the Information Commissioner’s Office (ICO) and a Freedom of Information Publication Scheme has been established. Ms McCloskey advised she is also registered with the Financial Conduct Authority (FCA).

Health promotion

The practice has a strategy for the promotion of oral health and hygiene. A range of health promotion information leaflets were available in the reception area. The practice has taken part in a number of oral health promotion initiatives including a no smoking campaign, Sure Start presentation, oral health promotion talks to the local Parkinson's Support Group and Action Cancer and an oral hygiene promotion day in the practice. Ms McCloskey and staff confirmed that oral health is actively promoted on an individual level with patients during their consultations.

Audits

There were arrangements in place to monitor, audit and review the effectiveness and quality of care delivered to patients at appropriate intervals. Routine audits undertaken include:

- x-ray quality grading
- x-ray justification and clinical evaluation recording
- IPS HTM 01-05
- clinical waste management
- clinical records
- patient satisfaction
- failed appointments

An oral cancer audit is currently being undertaken in the practice.

Communication

Ms McCloskey confirmed that arrangements are in place for onward referral in respect of specialist treatments. A policy and procedure and template referral letters have been established.

Staff meetings are held on a monthly basis to discuss clinical and practice management issues. Review of documentation demonstrated that minutes of staff meetings are retained. Staff spoken with confirmed that meetings also facilitated informal in house training sessions.

Staff confirmed that there are good working relationships and there is an open and transparent culture within the practice.

Patient and staff views

Twenty of the 21 patients who submitted questionnaire responses indicated that they get the right care, at the right time and with the best outcome for them; one patient did not respond. The following comments were provided:

- "I feel so comfortable here."
- "Always a joint decision and discussion."
- "As an individual I feel in control of my oral decisions – everything is explained – costed – and advice is black and white, no acronyms/dental terms which I don't understand!"
- "Staff always take time to explain everything before carrying out any treatment."
- "I have always felt that I am looked after in an extremely effective manner."

All staff questionnaire responses indicated that they feel that patients get the right care, at the right time and with the best outcome for them. Staff spoken with during the inspection concurred with this.

Areas for improvement

No areas for improvement were identified during the inspection.

Number of requirements:	0	Number of recommendations:	0
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4.5 Is care compassionate?

Dignity, respect and involvement in decision making

Ms McCloskey and staff spoken with demonstrated a good understanding of the core values of privacy, dignity, respect and patient choice. Staff confirmed that if they needed to speak privately with a patient that arrangements are provided to ensure the patient's privacy is respected. Staff were observed to converse with patients and conduct telephone enquiries in a professional and confidential manner.

Staff were clear about the importance of emotional support needed when delivering care to patients who were very nervous or fearful of dental treatment.

Clinical staff confirmed that treatment options, including the risks and benefits were discussed with each patient. This ensured patients understood what treatment is available to them in order that they can make an informed choice. Discussion with staff demonstrated how consent would be obtained.

The practice undertakes patient satisfaction surveys on an annual basis. Review of the most recent patient satisfaction report demonstrated that the practice pro-actively seeks the views of patients about the quality of treatment and other services provided. Patient feedback whether constructive or critical, is used by the practice to improve, as appropriate.

The practice has a system in place to make follow-up phone calls within one or two days of treatment to review the effectiveness of the treatment and/or provide reassurance.

Patient and staff views

Twenty of the 21 patients who submitted questionnaire responses indicated that they are treated with dignity and respect and are involved in decision making affecting their care; one patient did not respond. The following comments were provided:

- "Always."
- "I attend ... and as a very nervous person going into the dentist, feel she deals with this brilliantly and always puts my mind at ease."
- "It is a very caring environment."

All submitted staff questionnaire responses indicated that they feel that patients are treated with dignity and respect and are involved in decision making affecting their care. Staff spoken with during the inspection concurred with this. The following comment was provided in a submitted questionnaire:

- “Patient care is excellent and patients are very well informed.”

Areas for improvement

No areas for improvement were identified during the inspection.

Number of requirements:	0	Number of recommendations:	0
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4.6 Is the service well led?

Management and governance arrangements

There was a clear organisational structure within the practice and staff were able to describe their roles and responsibilities and were aware of who to speak to if they had a concern. Staff confirmed that there were good working relationships and that management were responsive to any suggestions or concerns raised. Ms McCloskey (or the practice manager, in her absence) is the nominated individual with overall responsibility for the day to day management of the practice. Daily debriefing meetings and monthly staff meetings are held to provide two way communication and keep staff informed of any relevant matters.

The practice has been shortlisted for an award for the best dental team by the Dental Awards Dental Academy ‘Stars in Dentistry’ and they are currently working towards accreditation with the British Dental Association (BDA) Good Practice Scheme.

Policies and procedures were available for staff reference. Observations made confirmed that policies and procedures were filed within topic groups and reviewed on a yearly basis. Staff spoken with were aware of the policies and how to access them.

Arrangements were in place to review risk assessments.

A copy of the complaints procedure was displayed in the practice. Staff demonstrated a good awareness of complaints management. A complaints questionnaire was forwarded by RQIA to the practice for completion. The evidence provided in the returned questionnaire indicated that complaints have been managed in accordance with best practice.

There have been no notifiable events in the practice since the previous inspection. However, a system was in place to ensure that notifiable events would be investigated and reported to RQIA or other relevant bodies as appropriate. A system was in place to ensure that urgent communications, safety alerts and notices are reviewed and where appropriate, made available to key staff in a timely manner.

Arrangements were in place to monitor, audit and review the effectiveness and quality of care delivered to patients at appropriate intervals. If required an action plan would be developed and embedded into practice to address any shortfalls identified during the audit process.

A whistleblowing policy was available. Discussion with staff confirmed that they were aware of who to contact if they had a concern.

Ms McCloskey demonstrated a clear understanding of their role and responsibility in accordance with legislation. Information requested by RQIA has been submitted within specified timeframes. It was confirmed that the Statement of Purpose and Patient’s Guide are kept under review, revised and updated when necessary and available on request.

The RQIA certificate of registration was up to date and displayed appropriately.

Observation of insurance documentation confirmed that current insurance policies were in place.

Patient and staff views

Twenty of the 21 patients who submitted questionnaire responses indicated that they feel that the service is well managed; one patient did not respond. The following comments were provided:

- “Am loving my dentist service.”
- “The practice is the best I’ve ever experienced.”
- “This comment is relevant for all above questions. Abbey Dental is 1st class practice - very professional and pleasant service from professional and support venues.”
- “Great staff.”
- “Very well organised and knowledgeable.”

All submitted staff questionnaire responses indicated that they feel that the service is well led. Staff spoken with during the inspection concurred with this.

Areas for improvement

No areas for improvement were identified during the inspection.

Number of requirements:	0	Number of recommendations:	0
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No requirements or recommendations resulted from this inspection.

It should be noted that this inspection report should not be regarded as a comprehensive review of all strengths and areas for improvement that exist in the service. The findings reported on are those which came to the attention of RQIA during the course of this inspection. The findings contained within this report do not exempt the registered person/manager from their responsibility for maintaining compliance with the regulations and standards.



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