



**The Regulation and
Quality Improvement
Authority**

THE REGULATION AND QUALITY IMPROVEMENT AUTHORITY
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VARIATION TO REGISTRATION INSPECTION REPORT

Inspection No:	20336
Name of Establishment:	High Street Dental Ballymoney Ltd
Inspector's Name:	Stephen O'Connor Phil Cunningham
Date of Inspection:	5 September 2014

1.0 GENERAL INFORMATION

Name of establishment:	High Street Dental Ballymoney Ltd
Address:	49 - 51 High Street Ballymoney BT53 6BG
Telephone number:	028 2766 2532
Registered Organisation/Responsible individual:	High Street Dental Ballymoney Ltd Mr Robert McHenry
Registered Manager:	Mr Robert McHenry
Person-in-charge of the establishment at the time of inspection:	Mr Robert McHenry
Registration Category:	IH-DT
Type of service provision:	Private dental treatment
Maximum number of places registered: (dental chairs)	4
Date and time of inspection:	5 September 2014 09:55 – 10:40
Name of care inspector:	Stephen O'Connor
Name of estates inspector:	Phil Cunningham

2.0 INTRODUCTION

The Regulation and Quality Improvement Authority (RQIA) is empowered under the Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003 to inspect independent hospitals providing dental treatment. A minimum of one inspection per year is required and this may be announced or unannounced.

3.0 PURPOSE OF VARIATION TO REGISTRATION INSPECTION

The purpose of the variation to registration inspection is to determine compliance with:

- The Regulation and Improvement Authority (Registration) Regulations (Northern Ireland) 2005;
- The Independent Health Care Regulations (Northern Ireland) 2005; and
- The Regulation and Improvement Authority (Independent Health Care) (Fees and Frequency of Inspections) (Amendment) Regulations (Northern Ireland) 2011.

The purpose of this inspection was to review the arrangements in the practice in relation to the relocation of a first floor surgery to the ground floor, and the readiness of the practice for the provision of private dental care and treatment associated with the application of variation for one additional dental chair.

4.0 METHODS/PROCESSES

The methods/process used in this inspection included the following:

- review of the submitted variation to registration information;
- discussion with Mr Robert Mc Henry, responsible individual;
- discussion with staff;
- assessment of the environment;
- review of documentation required by legislation and good practice; and
- evaluation and feedback.

5.0 PROFILE OF ESTABLISHMENT

High Street Dental Ballymoney Ltd is an end of terrace residential building, which has been adapted to provide a dental practice, located in Ballymoney town centre.

Following initial registration of the practice on the 9 December 2011 an application was submitted to RQIA to register the practice as a limited company. Following review of the submitted application, registration as High Street Dental Ballymoney Ltd was recommended.

Limited on-street car parking and a nearby large public car park are available for patients.

The establishment provides four dental surgeries, a decontamination area, reception, waiting area, toilet and staff and storage facilities. The practice is accessible to patients with a disability as a ground floor surgery and a disabled accessible toilet are both available on the ground floor of the practice. The surgeries on the first floor of the practice can be accessed by patients with a degree of disability through the use of a stair lift.

High Street Dental Ballymoney Ltd provides both private and NHS dental care. Mr McHenry is supported in his role by associate dentists, hygienists, a practice manager and a team of dental nurses and administrative staff.

Mr McHenry has been the responsible individual and registered manager of High Street Dental Ballymoney Ltd since initial registration with RQIA during December 2011.

The establishment's statement of purpose outlines the range of services provided.

This practice is registered as an independent hospital (IH) providing dental treatment (DT).

6.0 SUMMARY

An application was submitted to RQIA by Mr Robert McHenry, responsible individual, to vary the current registration of High Street Dental Ballymoney Ltd. The practice was initially registered on 9 December 2011. Following initial registration, an application was submitted to RQIA to register the practice as a limited company. Following review of the submitted application, registration as High Street Dental Ballymoney Ltd was recommended. Subsequently a variation to registration application was submitted to RQIA to vary the current registration of the practice. The variation application was to relocate a dental surgery from the first floor of the practice to the ground floor of the practice.

The focus of the inspection was to review the readiness of the practice for the provision of private dental care and treatment associated with the application of variation.

The variation application submitted to RQIA was reviewed as part of the inspection process.

The inspection was carried out by Stephen O'Connor on 5 September 2014 between the hours of 09:55 and 10:40. Mr Phil Cunningham, senior estates inspector, undertook an estates inspection of the newly established surgery at the same time. The findings of the estates inspection are included in this report.

Mrs Clare McKenna, practice manager, facilitated the inspection process and was available during the inspection and for verbal feedback at the conclusion of the inspection. Mr Robert McHenry, responsible individual, was available during part of the inspection.

During the course of the inspection the inspector discussed operational issues, examined a selection of records and carried out a general inspection of the establishment.

A range of policies and procedures were in place. Mrs McKenna confirmed that policies and procedures have been reviewed and where necessary updated to reflect the new arrangements in the practice.

Dental practices in Northern Ireland have been directed by the DHSSPS, that best practice recommendations in the Health Technical Memorandum (HTM) 01-05, Decontamination in primary care dental practices, along with Northern Ireland amendments, should have been fully implemented by November 2012. HTM 01-05 was updated in 2013 and Primary Care Dental Practices were advised of this through the issue of Professional Estates Letter (PEL) (13) 13 on 1 October 2013. The PEL (13) 13 advised General Dental Practitioners of the publication of the 2013 version of HTM 01-05 and the specific policy amendments to the guidance that apply in Northern Ireland.

A separate decontamination room is available at this practice. The room is spacious and fully equipped. Discussion with Mrs McKenna and a review of the arrangements in

place confirmed that the decontamination room and the equipment in place are sufficient to meet the demands of the practice.

The inspectors undertook a tour of the new ground floor surgery. This surgery has been finished to a high standard. The practice now consists of four dental surgeries, patient and staff toilets, waiting and reception areas, staff facilities, decontamination area, storage areas and office space.

On the day of inspection Mrs McKenna informed the inspectors that the practice was in the process of updating the fire and legionella risk assessments to include the arrangements in regards to the newly established ground floor surgery. Following this inspection a copy of the updated risk assessments were submitted to RQIA via email.

Mrs McKenna also informed the inspectors that the electrical contractor had not issued the commissioning certificate for the new electrical works completed in the new surgery. Following this inspection a copy of the electrical commissioning certificate was submitted to RQIA via email.

The additional ground floor surgery has an intra-oral x-ray machine installed. A subsequent critical examination had been undertaken by the appointed radiation protection advisor (RPA). Review of the critical examination report demonstrated that no recommendations were made. The inspector observed that the local rules are on display.

Mrs McKenna confirmed that as the overall number of dental surgeries has not changed, the existing staff is sufficient to staff to the newly established ground floor surgery. However, Mrs Kenna is fully aware of the procedures to be followed if additional staff are required in the future. Robust recruitment policies and procedures are in place.

Mrs McKenna confirmed that surgery four on the first floor of the practice has been decommissioned, and that it is likely this room will be turned into a store room.

No requirements or recommendations were made as a result of this variation to registration inspection. Registration of the ground floor surgery is recommended.

The inspector would like to thank Mr McHenry and Mrs McKenna for their helpful discussions, assistance and hospitality throughout the inspection process.

7.0 INSPECTION FINDINGS

7.1 Statement of purpose

Miss McKenna confirmed that as the overall number of dental surgeries has not changed the statement of purpose did not require updating.

7.2 Patient Guide

Miss McKenna confirmed that as the overall number of dental surgeries has not changed the patient guide did not require updating.

7.3 Infection prevention and control/decontamination

Dental practices in Northern Ireland have been directed by the DHSSPS, that best practice recommendations in the Health Technical Memorandum (HTM) 01-05, Decontamination in primary care dental practices, along with Northern Ireland amendments, should have been fully implemented by November 2012. HTM 01-05 was updated in 2013 and Primary Care Dental Practices were advised of this through the issue of Professional Estates Letter (PEL) (13) 13 on 1 October 2013. The PEL (13) 13 advised General Dental Practitioners of the publication of the 2013 version of HTM 01-05 and the specific policy amendments to the guidance that apply in Northern Ireland.

A separate decontamination room is available at this practice. The room is spacious and fully equipped. Discussion with Mrs McKenna and a review of the arrangements in place confirmed that the decontamination room and the equipment in place is sufficient to meet the demands of the practice.

High Street Dental Ballymoney Ltd had their 2014/2015 announced inspection on the 9 May 2014. The focus of this inspection was cross infection control, and a number of aspects of the decontamination section of HTM 01-05 were also revisited. The outcome of this inspection was that the practice was assessed as compliant.

7.4 Environment

The inspectors undertook a tour of the new ground floor surgery. The new surgery has been finished to a high standard. The practice now consists of four dental surgeries, patient and staff toilets, waiting and reception areas, staff facilities, decontamination area, storage areas and office space.

On the day of inspection Mrs McKenna informed the inspectors that the practice was in the process of updating the fire and legionella risk assessments to include the arrangements in regards to the newly established ground floor surgery. Following this inspection a copy of the updated risk assessments was submitted to RQIA via email on 11 September 2014.

Mrs McKenna also informed the inspectors that the electrical contractor had not issued the commissioning certificate for the new electrical works completed in the new surgery.

Following this inspection a copy of the electrical commissioning certificate was submitted to RQIA via email on 22 September 2014.

7.5 Radiology

The newly established ground floor surgery has an intra-oral x-ray machine installed. A subsequent critical examination had been undertaken by the appointed radiation protection advisor (RPA) on 29 August 2014. Review of the critical examination report demonstrated that the machine had passed the critical examination and that no recommendations were made.

Mr Robert McHenry is the radiation protection supervisor (RPS) for the practice. Mr McHenry confirmed that all x-rays are graded for quality and that the justification and clinical evaluation of all x-rays taken is recorded on the patient's electronic notes. Mr McHenry confirmed that x-ray audits are completed monthly. The inspector observed that the intra-oral x-ray machine is fitted with a rectangular collimator in keeping with best practice guidance. The inspector observed that the local rules are on display in the control area.

7.6 Recruitment of staff

Mrs McKenna confirmed that as the overall number of dental surgeries has not changed, the existing staff is sufficient to staff the newly established ground floor surgery. However, Mrs Kenna is fully aware of the procedures to be followed if additional staff are required in the future. Robust recruitment policies and procedures are in place.

7.7 Dental Surgeries

Mrs McKenna confirmed that surgery four on the first floor of the practice was decommissioned on the day prior to this inspection. Mrs McKenna informed the inspector that no definite decision has been made in regards to future use of this room; however it is highly likely that it will function as a store room.

Registration of the ground floor surgery is recommended.

QUALITY IMPROVEMENT PLAN

The findings of this inspection were discussed with Mrs McKenna as part of the inspection process.

This inspection resulted in no requirements or recommendations being made. The registered provider/manager is asked to sign the appropriate page confirming they are assured about the factual accuracy of the content of the report.

Matters to be addressed as a result of this inspection are set in the context of the current registration of your premises. The registration is not transferable so that in the event of any future application to alter, extend or to sell the premises the Authority would apply standards current at the time of that application.

Enquiries relating to this report should be addressed to:

**Regulation and Quality Improvement Authority
9th Floor
Riverside Tower
5 Lanyon Place
Belfast
BT1 3BT**

Stephen O'Connor

PP **Stephen O'Connor
Inspector/Quality Reviewer**

26/9/14

Date

Phil Cunningham

PP **Phil Cunningham
Senior Estates Inspector**

26/9/14

Date



10 OCT 2014
The Regulation and Quality Improvement Authority

REGULATION AND QUALITY IMPROVEMENT AUTHORITY
20 OCT 2014
IMPROVEMENT AUTHORITY

No requirements/recommendations resulted from the Type of Inspection of Name of Practice undertaken on Date and I agree/~~do not agree~~* with the content of the report.

* Please delete as appropriate

Please provide any additional comments or observations you may wish to make:

SIGNED: [Signature]
Registered Provider

SIGNED: [Signature]
Registered Person in Control
(or Designated Person in Control)

NAME: ROBERT M^c HENRY
(PRINT)

NAME: ROBERT M^c HENRY
(PRINT)

DATE: 7/10/14

DATE: 7/10/14

The registered provider/manager is required to sign this declaration and return to:

The Regulation and Quality Improvement Authority
9th floor
Riverside Tower
5 Lanyon Place
Belfast
BT1 3BT

DATE RECEIVED	APPROVED	SIGNATURE OF INSPECTOR
13.10.14	YES	STEPHEN O'CONNOR.