



The Regulation and
Quality Improvement
Authority

Bradbury Dental Surgery
RQIA ID: 11402
46 Bradbury Place
Belfast
BT7 1RR

Inspectors: Lynn Long & Stephen O'Connor
Inspection ID: IN024054

Tel: 028 9022 2444
Email: linda@dentalworld.me

**Unannounced Enforcement Compliance Inspection
of
Bradbury Dental Surgery**

15 January 2016

**The Regulation and Quality Improvement Authority
9th Floor Riverside Tower, 5 Lanyon Place, Belfast, BT1 3BT
Tel: 028 9051 7500 Fax: 028 9051 7501 Web: www.rqia.org.uk**

1. Summary of Inspection

An unannounced enforcement compliance inspection took place on 15 January 2016 from 10.55 to 11.50.

The purpose of the inspection was to assess the level of compliance achieved in relation to a failure to comply notice, FTC/IHC-DT/11402/2015-16/01, issued on 14 October 2015. The date for compliance with the notice issued on 14 October 2015 was 15 December 2015. However, a compliance inspection on 15 December 2015 identified that compliance had not been achieved. A decision was made to extend the compliance date up to the legislative timeframe of 90 days. Compliance with the notice must be achieved by 15 January 2016. The areas for improvement and compliance with the regulations were in relation to recruitment and selection of staff.

FTC Ref: FTC/IHC-DT/11402/2015-16/01

Evidence was available to confirm that systems and processes have been implemented to address the deficits identified with recruitment and selection of staff. Inspectors were satisfied that full compliance had been achieved with the above failure to comply notice.

1.1 Actions/Enforcement* Taken Following the Last Enforcement Monitoring Inspection

Following an announced care inspection on 09 October 2015 a failure to comply notice was issued to Bradbury Dental Surgery on 14 October 2015 relating to poor practice with recruitment and selection of staff.

An enforcement compliance inspection was carried out on 15 December 2015 to assess compliance with the failure to comply notice. Evidence was not available at this time to validate compliance with the notice. A decision was made to extend the compliance date up to the legislative timeframe of 90 days. Compliance with the notice must be achieved by 15 January 2016.

1.2 Actions/Enforcement* Resulting From This Inspection

FTC Ref: FTC/IHC-DT/11402/2015-16/01

As indicated above, evidence was available to validate full compliance with the above failure to comply notice.

*All enforcement notices for registered agencies/services are published on RQIA's website at: http://www.rqia.org.uk/inspections/enforcement_activity.cfm

2. Service Details

Registered Organisation/Registered Person: Dental World Limited Mr Robert McMitchell	Registered Manager: See below
Person in Charge of the Practice at the Time of Inspection: Ms Jo-Ann Ferguson	Date Manager Registered: Ms Jo-Ann Ferguson (acting manager) No application submitted
Categories of Care: Independent Hospital (IH) – Dental Treatment	Number of Registered Dental Chairs: 3

3. Inspection Focus

The inspection sought to assess the level of compliance with the required actions indicated within the failure to comply notice issued on 14 October 2015 and extended on 15 December 2015. The date for compliance on the notice was 15 January 2016.

4. Methods/Process

Specific methods/processes used in this inspection include the following:

- discussion with Ms Jo-Ann Ferguson, acting manager
- discussion with Ms Linda McVey, Dental World Limited Representative
- evaluation and feedback.

5. The Inspection

5.1 FTC Ref: FTC/IHC-DT/11402/2015-16/01

The Independent Health Care Regulations (Northern Ireland) 2005

Regulation 19 (2)

A person is not fit to work in or for the purposes of an establishment, or for the purposes of an agency unless –

(d) full and satisfactory information is available in relation to him in respect of each of the matters specified in Schedule 2.

SCHEDULE 2

INFORMATION REQUIRED IN RESPECT OF PERSONS SEEKING TO CARRY ON, MANAGE OR WORK AT AN ESTABLISHMENT OR AGENCY

(2) Either –

(a) Where a certificate is required for a purpose relating to registration under Part 111 of the Order, or the position falls within section 115 (3) or (4) of the Police Act 1997

(a), an enhanced criminal record certificate issued under section 115 of that Act.

In relation to this notice, the following five actions were required to comply with this regulation.

- The registered person must ensure that at all times staff are recruited and employed in accordance with statutory legislation and mandatory requirements. This includes the receipt of a satisfactory AccessNI enhanced disclosure check prior to commencement of employment
- The registered person must ensure that the staff recruitment policy and procedure contains details of all the required information as listed within Regulation 19 (2) and Schedule 2 of The Independent Health Care Regulations (Northern Ireland) 2005
- The registered person must implement robust monitoring systems to ensure that the recruitment process is compliant with statutory legislation and mandatory requirements
- The registered person must ensure that all staff involved in the recruitment process receive training or refresher training in selection and recruitment
- The registered person must ensure that all staff involved in the recruitment process receive training or refresher training in safeguarding of children and vulnerable adults.

A review of the records and discussion with the acting manager, Ms Ferguson and Ms McVey, confirmed that the actions required to comply with this regulation had been met.

There had been no new staff employed at Bradbury Dental Surgery since the previous inspection on 15 December 2015. However, it was identified that a checklist had been developed for use during the recruitment process. A review of the checklist confirmed that it contained all of the required information, in relation to recruitment, as outlined in The Independent Health Care Regulations (Northern Ireland) 2005.

Prior to the inspection the amended recruitment and selection policy was forwarded to RQIA for review. A review of the policy identified that it needed to be further developed. Some suggestions to further develop the policy were made by RQIA. The policy was amended by Ms Ferguson. A review of the amended policy confirmed that it contained all of the relevant information.

A review of the newly implemented system and discussion with Ms Ferguson and Ms McVey confirmed that they are fully aware of the actions they are required to take to ensure that recruitment and selection practice in the Dental World Limited group of dental practices is compliant with statutory legislation and mandatory requirements.

Ms Ferguson and Ms McVey confirmed that they are the people responsible for the recruitment and selection of staff in the Dental World Limited Group. There was evidence retained that both Ms Ferguson and Ms McVey have undertaken recruitment and selection training.

There was evidence retained that both Ms Ferguson and Ms McVey have undertaken training or refresher training in safeguarding of children and vulnerable adults. Both confirmed that they are aware of the importance of safeguarding within the recruitment process.

Evidence was available to validate compliance with the requirements of this failure to comply.

No requirements or recommendations resulted from this inspection.

I agree with the content of the report. <i>yes ✓</i>			
Registered Manager	<i>[Signature]</i>	Date Completed	10/3/16
Registered Person	<i>[Signature]</i>	Date Approved	10/3/16
RQIA Inspector Assessing Response	<i>[Signature]</i>	Date Approved	18/3/16

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

Please complete in full and return to nursing.team@rqia.org.uk from the authorised email address

