

Announced Care and Variation to Registration Inspection Report 22 March 2018



Fortwilliam Specialist Dental Clinic

Type of service: Independent Hospital (IH) – Dental Treatment

Address: 354 Antrim Road, Belfast, BT15 5AE

Tel no: 028 9037 1517

Inspector: Carmel McKeegan

www.rqia.org.uk

Assurance, Challenge and Improvement in Health and Social Care

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 service from their responsibility for maintaining compliance with legislation, standards and best practice.

1.0 What we look for



2.0 Profile of service

This is a registered dental practice with four registered places.

3.0 Service details

Organisation/Registered Provider: Ballymena Specialist Dental Clinic Limited	Registered Manager: Mr Robert Graham
Responsible Individual: Mr Mark Diamond	
Person in charge at the time of inspection: Mr Robert Graham	Date manager registered: 25 October 2011
Categories of care: Independent Hospital (IH) – Dental Treatment	Number of registered places: 4

Mr Mark Diamond operates the Ballymena Specialist Dental Clinic and is the registered person and registered manager for that clinic.

4.0 Inspection summary

An announced inspection took place on 22 March 2018 from 10.00 to 12.45.

This inspection was underpinned by The Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003, 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).

An application to vary the registration of the clinic was submitted to the Regulation and Quality Improvement Authority (RQIA) by Mr Mark Diamond, registered person. The application to vary the registration was in relation to the extension of the dental practice into an adjacent building to facilitate the relocation of dental surgery three from the second floor to the ground floor with the provision of an adjacent patient recovery area. A new patient toilet facility and an additional patient waiting area, are also provided on the ground floor.

The inspection sought to assess the readiness of the premises for the provision of the dental services as outlined in the statement of purpose. The variation to registration is granted from a care perspective.

Mr Raymond Sayers, estates inspector, has contacted Fortwilliam Specialist Clinic and requested specific documents in relation to the premises to be submitted to RQIA for review. Mr Graham is aware that the variation to registration application also includes approval from a premises perspective.

The inspection assessed progress with any areas for improvement identified during and since the last care inspection and to determine if the practice was delivering safe, effective and compassionate care and if the service was well led.

Examples of good practice were evidenced in all four domains. These related to patient safety in respect of staff training and development, recruitment, safeguarding, the management of medical emergencies, infection prevention and control, radiology and the environment. Other examples included health promotion, engagement to enhance the patients' experience and governance arrangements.

No areas requiring improvement were identified during the inspection from a care perspective.

The findings of this report will provide the practice with the necessary information to assist them to fulfil their responsibilities, enhance practice and patients experience.

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.

4.1 Inspection outcome

	Regulations	Standards
Total number of areas for improvement	0	0

This inspection resulted in no areas for improvement being identified. Findings of the inspection were discussed with Mr Robert Graham, registered manager and Ms Ashleigh Clarke, the duty 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.

4.2 Action/enforcement taken following the most recent care inspection dated 10 March 2017

Other than those actions detailed in the QIP no further actions were required to be taken following the most recent inspection on 10 March 2017.

5.0 How we inspect

Prior to the inspection a range of information relevant to the practice was reviewed. This included the following records:

- notifiable events since the previous care inspection
- the registration status of the establishment
- written and verbal communication received since the previous care inspection
- the returned QIP from the previous care inspection
- the previous care inspection report
- submitted staffing information
- submitted complaints declaration
- the variation to registration application

Questionnaires were provided to patients and staff prior to the inspection by the practice on behalf of RQIA. Returned completed staff questionnaires were also analysed prior to the inspection. No patient questionnaires were received, it was confirmed during the inspection that the questionnaires were made available for patients.

A poster informing patients that an inspection was being conducted was displayed.

During the inspection the inspector met with, Mr Mark Diamond, registered person, Mr Robert Graham, registered manager, Ms Ashleigh Clarke, the duty manager and three dental nurses. Mr Graham and Ms Clarke facilitated the inspection. A tour of the premises was also undertaken.

A sample of records was examined during the inspection in relation to the following areas:

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

Areas for improvement identified at the last care inspection were reviewed and assessment of compliance recorded as met, partially met, or not met.

The findings of the inspection were provided to Mr Graham, registered manager and Ms Clarke, the duty manager at the conclusion of the inspection.

6.0 The inspection

6.1 Review of areas for improvement from the most recent inspection dated 10 March 2017.

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

6.2 Review of areas for improvement from the last care inspection dated 10 March 2017.

Areas for improvement from the last care inspection		
Action required to ensure compliance with The Minimum Standards for Dental Care and Treatment (2011)		Validation of compliance
Recommendation 1 Ref: Standard 11 Stated: Second time	A record detailing the topics discussed during induction should be retained for any new person commencing work in the practice.	Met
	Action taken as confirmed during the inspection: A record of induction was provided. It was confirmed that no new staff have commenced employment since the previous inspection, however reassurances were given that any staff recruited in the future will complete a written record of induction.	
Recommendation 2 Ref: Standard 11.8 Stated: First time	A system should be implemented for appraising staff performance at least on an annual basis, with records maintained.	Met
	Action taken as confirmed during the inspection: Mr Graham confirmed that a system has been implemented to ensure all staff have an annual appraisal. Discussion with staff confirmed that this process has commenced.	
Recommendation 3 Ref: Standard 15.3 Stated: First time	All persons working in the practice should complete training in safeguarding children and adults at risk of harm and arrangements established to ensure all staff complete refresher training every two years.	Met
	Action taken as confirmed during the inspection: Training records confirmed that all staff attended formal level 2 safeguarding children and adults training on 04 October 2017.	

<p>Recommendation 4</p> <p>Ref: Standard 12.4</p> <p>Stated: First time</p>	<p>The system for ensuring that emergency medicines and equipment do not exceed their expiry date should be reviewed and improved.</p>	<p>Met</p>
<p>Action taken as confirmed during the inspection:</p> <p>Review of emergency medications evidenced that a list is maintained of all emergency medication and equipment which records the expiry date of each item. This list is checked weekly, signed and dated in this regard.</p>		
<p>Recommendation 5</p> <p>Ref: Standard 13.4</p> <p>Stated: First time</p>	<p>A copy of the validation certificate for the Lisa steriliser should be provided to RQIA upon return of the QIP.</p>	<p>Met</p>
<p>Action taken as confirmed during the inspection:</p> <p>It was confirmed following the previous inspection that this area of improvement had been met.</p>		
<p>Recommendation 6</p> <p>Ref: Standard 8.3</p> <p>Stated: First time</p>	<p>Confirmation should be retained that recommendations made within reports issued by the radiation protection advisor in respect of all x-ray equipment have been actioned.</p>	<p>Met</p>
<p>Action taken as confirmed during the inspection:</p> <p>Review of the radiation protection advisor (RPA) reports for the x-ray equipment evidenced that the recommendations contained within all the reports had been actioned.</p>		
<p>Recommendation 7</p> <p>Ref: Standard 11.6</p> <p>Stated: First time</p>	<p>Staff meetings should be held regularly and minutes of staff meetings should be maintained and available for staff unable to attend.</p>	<p>Met</p>
<p>Action taken as confirmed during the inspection:</p> <p>A record of staff meetings had been retained and staff confirmed that staff meetings take place monthly.</p>		

6.3 Inspection findings

6.4 Is care safe?

Avoiding and preventing harm to patients and clients from the care, treatment and support that is intended to help them.

Staffing

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

As previously discussed , no new staff have been recruited since the previous care inspection, however, induction programme templates were in place relevant to specific roles within 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. There was a system in place to ensure that all staff receive appropriate training to fulfil the duties of their role.

The practice offers intravenous sedation to patients. It was established that all members of the dental team providing treatment under intravenous sedation have received appropriate supervised theoretical, practical and clinical training before undertaking independent practice in keeping with Conscious Sedation in The Provision of Dental Care (2003).

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 Mr Graham and staff confirmed that no new staff have been recruited since the previous inspection. It was confirmed that, should staff be recruited in the future robust systems and processes have been developed to ensure that all recruitment documentation as outlined in Schedule 2 of The Independent Health Care Regulations (Northern Ireland) 2005 would be sought and retained for inspection.

There was a recruitment policy and procedure available. The policy was comprehensive and reflected best practice guidance.

Safeguarding

Staff 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. It was confirmed that the safeguarding lead has completed formal training in safeguarding adults in keeping with the Northern Ireland Adult Safeguarding Partnership (NIASP) training strategy (revised 2016).

Policies and procedures were in place for the safeguarding and protection of adults and children at risk of harm. The policies included the types and indicators of abuse and distinct referral pathways in the event of a safeguarding issue arising with an adult or child. The relevant contact details for onward referral to the local Health and Social Care Trust should a safeguarding issue arise were included.

It was confirmed that copies of the regional policy entitled 'Co-operating to Safeguard Children and Young People in Northern Ireland' and the regional guidance document entitled 'Adult Safeguarding Prevention and Protection in Partnership' were both available for staff reference.

Management of medical emergencies

A review of medical emergency arrangements evidenced that a separate emergency medicines kit bag and emergency equipment is provided in the patient recovery area on the ground and also in the patient recovery area on the first floor. 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.

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. Arrangements have been made for all staff to attend intermediate life support training on 17 April 2018.

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.

The policy for the management of medical emergencies reflected best practice guidance. Protocols were available for staff reference outlining the local procedure for dealing with the various medical emergencies.

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 the uniform and hand hygiene policies.

The arrangements in regards to the newly refurbished surgery three, now located on the ground floor, were reviewed. The flooring in the new surgery was impervious and covered where it meets the walls and kicker boards of cabinetry. The surgery was tidy and uncluttered and work surfaces were intact and easy to clean.

A dedicated hand washing basin is available in the dental surgery and adequate supplies of liquid soap, paper towels and disinfectant rub/gel were available. It was observed that laminated/wipe-clean posters promoting hand hygiene were on display.

Personal protective equipment (PPE) was readily available.

The clinical waste bin in the surgery was pedal operated in keeping with best practice guidance. Appropriate arrangements are in place in the practice for the storage and collection of general and clinical waste, including sharps waste.

Staff confirmed that the newly installed dental chair has an independent bottled-water system and the dental unit water lines (DUWLs) will be managed in keeping with the manufacturer's instructions.

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.

There was a nominated lead with responsibility for infection control and decontamination.

A decontamination room separate from patient treatment areas and dedicated to the decontamination process was available. Appropriate equipment, including a washer disinfector, a DAC Universal 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 Health Technical Memorandum (HTM) 01-05 Decontamination in primary care dental practices.

It was confirmed that the practice continues to audit compliance with HTM 01-05 using the Infection Prevention Society (IPS) audit tool. The most recent IPS audit was completed on 5 March 2018.

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

Radiography

The practice has four surgeries, each of which has an intra-oral x-ray machine. In addition there is an orthopan tomogram machine (OPG), and a cone beam tomography (CBCT) machine which are located in a separate room.

A dedicated radiation protection file was in place relating to the four intra-oral x-ray machines containing the relevant local rules, employer's procedures and other additional information. 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.

The radiation protection advisor (RPA) completes a quality assurance check every three years. A critical examination had been completed for the relocation of the intra-oral x-ray unit in surgery three. Review of this report demonstrated that the recommendations made have been addressed.

A separate radiation protection folder for the OPG and CBCT machines was also provided, which contained the relevant local rules, employer's procedures and written protocols for OPG and CBCT dental radiography. The RPA had completed the most recent critical examination on 15 December 2016, review of this report demonstrated that the recommendations made have been addressed.

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.

Records were available to show that the x-ray equipment has been serviced and maintained on 21 March 2018 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. The new patient waiting area, toilet facility and patient recovery area were all completed to a high standard and are accessible for all patients, including those with a disability.

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

As a result of the dental practice extending into an adjacent building to accommodate the relocation of surgery three and the provision of the additional patient facilities as previously outlined, Mr Raymond Sayers, RQIA premises inspector, has requested specific documents in relation to the premises to be submitted to RQIA for review, at which time he will decide if a site visit is required. Mr Graham is aware that the variation to registration application must be approved from both a care and premises perspective.

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

Relative analgesia (RA) has previously been provided as required for patients in accordance with their assessed need. However, Mr Graham confirmed that RA was not being provided until the RA safety checks to the gas equipment and installation, including distribution pipework, is carried out by a suitably qualified and competent person, arrangements have been made for this to take place during May 2018.

It was confirmed that robust arrangements are in place for the management of prescription pads/forms and that written security policies are in place to reduce the risk of prescription theft and misuse.

Patient and staff views

No patient questionnaires were received by RQIA.

Ten staff submitted questionnaire responses. All indicated that they felt that patients are safe and protected from harm. Six staff indicated that they were very satisfied with this aspect of care and four indicated they were satisfied. Staff spoken with during the inspection concurred with this. Comments provided included the following:

- “Very safe place to treat patients.”
- “Very safe procedures and policies are in place.”
- “Very safe practice, have worked here for years.”

Areas of good practice

There were examples of good practice found in relation to staff recruitment, induction, training, appraisal, safeguarding, management of medical emergencies, infection prevention control and decontamination procedures, radiology and the environment.

Areas for improvement

No areas for improvement were identified during the inspection.

	Regulations	Standards
Total number of areas for improvement	0	0

6.5 Is care effective?

The right care, at the right time in the right place with the best outcome.

Clinical records

Staff confirmed that clinical records are updated contemporaneously during each patient’s treatment session in accordance with best practice.

Clinical staff confirmed that 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. It was 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.

Policies were available in relation to records management, data protection and confidentiality and consent. The records management policy includes the arrangements in regards to the creation, storage, recording, retention and disposal of records and data protection. The policy is in keeping with legislation and best practice guidance.

The practice is registered with the Information Commissioner's Office (ICO) and a Freedom of Information Publication Scheme has been established.

Health promotion

The practice has a strategy for the promotion of oral health and hygiene. Clinical staff confirmed that oral health is actively promoted on an individual basis during treatment sessions by both the dentists and dental nurses. Patients are provided with written aftercare instructions and are reviewed six monthly post-treatment.

A range of oral health promotion leaflets were available at reception and the patients' waiting area.

Audits

There were arrangements in place to monitor, audit and review the effectiveness and quality of care delivered to patients at appropriate intervals which included:

- x-ray quality grading
- x-ray justification and clinical evaluation recording
- IPS HTM 01-05 compliance
- clinical waste management
- review of complaints/accidents/incidents

Communication

The practice operates a referral only service which includes patients' medical histories. Information in regards to medical histories is reviewed and patient appointments are triaged to take account of this information. Arrangements are in place for onward referral in respect of specialist treatments as required. A policy and procedure and template referral letters have been established.

Discussion with Mr Graham and staff confirmed that staff meetings are now held monthly and minutes of staff meetings were retained and available for staff unable to attend a staff meeting.

Staff demonstrated that, in general, there are good working relationships and there is an open and transparent culture within the practice.

Patient and staff views

No patient questionnaires were received by RQIA.

All of the submitted staff questionnaire responses indicated that they felt that patients get the right care, at the right time and with the best outcome for them. Seven staff indicated that they were very satisfied with this aspect of care and three indicated they were satisfied. Staff spoken with during the inspection concurred with this. Comments provided included the following:

- “Yes great care provided.”
- “All the time, patient safety is put first.”
- “Definitely.”

Areas of good practice

There were examples of good practice found in relation to the management of clinical records, the range and quality of audits, health promotion strategies and ensuring effective communication between patients and staff.

Areas for improvement

No areas for improvement were identified during the inspection.

	Regulations	Standards
Total number of areas for improvement	0	0

6.6 Is care compassionate?

Patients and clients are treated with dignity and respect and should be fully involved in decisions affecting their treatment, care and support.

Dignity, respect and involvement in decision making

Staff 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.

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

It was confirmed that treatment options, including the risks and benefits, were discussed with each patient. This ensured patients understood what treatment is available to them and can make an informed choice. 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.

A policy and procedure was in place in relation to confidentiality which included the arrangements for respecting patient’s privacy, dignity and providing compassionate care and treatment.

Patient and staff views

No patient questionnaires were received by RQIA.

All of the submitted staff questionnaire responses indicated that they felt that patients are treated with dignity and respect and are involved in decision making affecting their care. Seven staff indicated that they were very satisfied with this aspect of care and three indicated they were satisfied. Staff spoken with during the inspection concurred with this. Comments provided included the following:

- “Always, I have no concerns what so ever.”
- “Suggestion boxes and patients are asked.”
- “Yes, always treated with dignity and respect at all times.”

Areas of good practice

There were examples of good practice found in relation to maintaining patient confidentiality ensuring the core values of privacy and dignity were upheld and providing the relevant information to allow patients to make informed choices.

Areas for improvement

No areas for improvement were identified during the inspection.

	Regulations	Standards
Total number of areas for improvement	0	0

6.7 Is the service well led?

Effective leadership, management and governance which creates a culture focused on the needs and experience of service users in order to deliver safe, effective and compassionate care.

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.

Mr Mark Diamond, registered person, is the nominated individual with overall responsibility for the day to day management of the practice.

Prior to this inspection RQIA had been informed by Mr Diamond that the practice has been sold to Bupa Dental Care. A representative from Bupa Dental Care was present during the inspection. Following the inspection it was confirmed that an application for registration had been received by RQIA which will be followed up under separate cover.

Policies and procedures were available for staff reference. Observations made confirmed that policies and procedures were indexed, dated and systematically reviewed on an annual 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.

A system was in place to ensure that notifiable events were investigated and reported to RQIA or other relevant bodies as appropriate. A system was also 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.

Mr Graham and staff confirmed that 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 is developed and embedded into practice to address any shortfalls identified during the audit process.

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

Mr Graham, registered manager, demonstrated a clear understanding of his 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

No patient questionnaires were received by RQIA.

All of the submitted staff questionnaire responses indicated that they felt that the service is well led. Seven staff indicated they were very satisfied with this aspect of the service and three indicated they were satisfied. Staff spoken with during the inspection concurred with this. Comments provided included the following:

- “Transition recently, some changes, all positive.”

Areas of good practice

There were examples of good practice found in relation to governance arrangements, management of complaints and incidents, quality improvement and maintaining good working relationships.

Areas for improvement

No areas for improvement were identified during the inspection.

	Regulations	Standards
Total number of areas for improvement	0	0

7.0 Quality improvement plan

There were no areas for improvement identified during this inspection, and a QIP is not required or included, as part of this inspection report.



The Regulation and
Quality Improvement
Authority

The Regulation and Quality Improvement Authority

9th Floor

Riverside Tower

5 Lanyon Place

BELFAST

BT1 3BT

Tel 028 9051 7500

Fax 028 9051 7501

Email info@rqia.org.uk

Web www.rqia.org.uk

 @RQIANews