

# Announced Care Inspection Report 6 August 2019



## Hillsborough Dental Practice

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

Address: 22 Lisburn Street, Hillsborough, BT26 6AB

Tel No: 028 9268 8388

Inspector: Gerry Colgan

[www.rqia.org.uk](http://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



In respect of dental practices for the 2019/20 inspection year we are moving to a more focused, shorter inspection which will concentrate on the following key patient safety areas:

- management of medical emergencies
- arrangements in respect of conscious sedation, if applicable
- infection prevention and control
- decontamination of reusable dental instruments
- radiology and radiation safety
- management of complaints
- regulation 26 visits, if applicable
- review of areas for improvement from the last inspection, if applicable

## 2.0 Profile of service

This is a registered dental practice with one registered place.

## 3.0 Service details

|   |   |
|---|---|
| <b>Organisation/Registered Provider:</b><br>Hillsborough Dental Practice Ltd<br><br><b>Responsible Individual:</b><br>Mr Kevin McKelvey | <b>Registered Manager:</b><br>Mr Kevin McKelvey |
| <b>Person in charge at the time of inspection:</b><br>Mr Kevin McKelvey   | <b>Date manager registered:</b><br>17 May 2012  |
| <b>Categories of care:</b><br>Independent Hospital (IH) – Dental Treatment  | <b>Number of registered places:</b><br>One      |

## 4.0 Action/enforcement taken following the most recent inspection dated 11 December 2018

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

## 4.1 Review of areas for improvement from the last care inspection dated 11 December 2018

| Areas for improvement from the last care inspection   |  |                          |
|---|--|--------------------------|
| Action required to ensure compliance with The Independent Health Care Regulations (Northern Ireland) 2005 |  | Validation of compliance |
| <b>Area for improvement 1</b><br><br><b>Ref: Regulation 15 (2) (b)</b><br><br><b>Stated: First time</b>   | The registered person shall ensure that the washer disinfectant and steriliser are validated on an annual basis in keeping with Health Technical Memorandum (HTM) 01-05.   | <b>Met</b>               |
|   | Copies of the validation certificates should be submitted to RQIA following validation in February 2019.<br><br><b>Response by Inspector detailing the actions taken:</b><br>A review of documentation confirmed that the washer disinfectant and steriliser were validated in February 2019 in keeping with |                          |

|   |   |                                 |
|---|---|---------------------------------|
|   | HTM 01-05.<br>Copies of the validation certificates were submitted to RQIA following validation in February 2019.   |                                 |
| <b>Action required to ensure compliance with The Minimum Standards for Dental Care and Treatment (2011)</b> |   | <b>Validation of compliance</b> |
| <b>Area for improvement 1</b><br><br><b>Ref: Standard 8.3</b><br><br><b>Stated: First time</b>              | The registered person shall ensure that x-ray quality grading audits and justification and clinical evaluation recording audits are undertaken six monthly and annually respectively.   | <b>Met</b>                      |
|   | <b>Response by Inspector detailing the actions taken:</b><br>A review of radiology and radiation safety arrangements evidenced that the x-ray quality grading audits and justification and clinical evaluation recording audits have been undertaken six monthly and annually respectively. |                                 |

## 5.0 Inspection findings

An announced inspection took place on 6 August 2019 from 09.45 to 11.30.

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 (DoH) Minimum Standards for Dental Care and Treatment (2011).

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

During the inspection the inspector met with Mr Kevin McKelvey, responsible individual and a dental nurse. A tour of the premises was also undertaken.

The findings of the inspection were provided to Mr McKelvey at the conclusion of the inspection.

## 5.1 Management of medical emergencies

### Management of medical emergencies

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

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. The most recent occasion staff completed medical emergency refresher training was during January 2019.

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.

### Areas of good practice

The review of the arrangements in respect of the management of a medical emergency confirmed that this dental practice takes a proactive approach to this key patient safety area. This includes ensuring that staff have the knowledge and skills to react to a medical emergency, should it arise.

### Areas for improvement

No areas for improvement were identified during the inspection.

|                       | Regulations | Standards |
|-----------------------|-------------|-----------|
| Areas for improvement | 0           | 0         |

## 5.2 Conscious sedation

Conscious sedation helps reduce anxiety, discomfort, and pain during certain procedures. This is accomplished with medications and (sometimes) local anaesthesia to induce relaxation.

Mr McKelvey confirmed that conscious sedation is not provided.

## 5.3 Infection prevention and control

### Infection prevention and control (IPC)

During a tour of the premises, it was evident that the practice, including the clinical and decontamination areas, was clean, tidy and uncluttered.

The practice continues to audit compliance with HTM 01-05: Decontamination in primary care dental practices using the Infection Prevention Society (IPS) audit tool. This audit includes key elements of IPC, relevant to dentistry, including the arrangements for environmental cleaning, the use of personal protective equipment, hand hygiene practice, and waste and sharps management.

A review of the most recent IPS audit, completed during May 2019, evidenced that the audit had been completed in a meaningful manner and had identified areas of good practice.

The audits are carried out by Mr McKelvey who confirmed that any learning identified as a result of these audits is shared immediately with staff. An action plan would be developed and discussed at the staff meetings.

Arrangements were in place to ensure that staff received IPC training commensurate with their roles and responsibilities and during discussion with staff it was confirmed that they had a good level of knowledge and understanding of IPC procedures.

### Areas of good practice

A review of the current arrangements evidenced that standards in respect of infection prevention and control practice are being given high priority. This includes proactively auditing practice, taking action when issues are identified and ensuring staff have the knowledge and skills to ensure standards are maintained.

### Areas for improvement

No areas for improvement were identified during the inspection.

|                       | Regulations | Standards |
|-----------------------|-------------|-----------|
| Areas for improvement | 0           | 0         |

## 5.4 Decontamination of reusable dental instruments

### Decontamination of reusable dental instruments

A decontamination room separate from patient treatment areas and dedicated to the decontamination process was available. The decontamination room facilitates the flow from dirty through to clean areas for the cleaning and sterilising of reusable instruments.

The processes in respect of the decontamination of reusable dental instruments are being audited in line with best practice outlined in HTM 01-05 using the IPS audit tool.

Arrangements were in place to ensure that staff receive training in respect of the decontamination of reusable dental instruments commensurate with their roles and responsibilities.

A review of current practice evidenced that arrangements are in place to ensure that reusable dental instruments are appropriately cleaned, sterilised and stored following use in keeping with best practice guidance as outlined in HTM 01-05.

Appropriate equipment, including a washer disinfector, a steam steriliser and a DAC Universal have been provided to meet the practice requirements. The equipment used in the decontamination process had been appropriately validated and inspected in keeping with the written scheme of examination and equipment logbooks evidenced that periodic tests are undertaken and recorded in keeping with HTM 01-05.

Staff are aware of what equipment in the practice should be treated as single use and what equipment is suitable for decontamination. It was confirmed that single use devices are only used for single-treatment episodes and disposed of following use.

**Areas of good practice**

A review of the current arrangements evidenced that best practice as outlined in HTM 01-05 is being achieved in respect of the decontamination of reusable dental instruments. This includes proactively auditing practice, taking action when issues are identified and ensuring staff have the knowledge and skills to ensure standards are maintained.

**Areas for improvement**

No areas for improvement were identified during the inspection.

|                              | <b>Regulations</b> | <b>Standards</b> |
|------------------------------|--------------------|------------------|
| <b>Areas for improvement</b> | <b>0</b>           | <b>0</b>         |

**5.5 Radiology and radiation safety**

**Radiology and radiation safety**

The practice has one surgery which has an intra-oral x-ray machine.

Mr McKelvey as the radiation protection supervisor (RPS) was aware of the most recent changes to the legislation surrounding radiology and radiation safety and a radiation protection advisor (RPA) and medical physics expert (MPE) have been appointed.

A dedicated radiation protection file containing all relevant information was in place. Mr McKelvey regularly reviews the information contained within the file to ensure that it is current.

The appointed RPA completes a quality assurance check every three years. A review of the report of the most recent visit by the RPA demonstrated that any recommendations made have been addressed.

Staff spoken with demonstrated sound knowledge of radiology and radiation safety in keeping with their roles and responsibilities.

Mr McKelvey takes a proactive approach to radiation safety and protection by conducting a range of audits, including x-ray quality grading and justification and clinical evaluation recording.

**Areas of good practice**

A review of radiology and radiation safety arrangements evidenced that the radiation protection supervisor for this practice takes a proactive approach to the management of radiology and radiation safety.

## Areas for improvement

No areas for improvement were identified during the inspection.

|                       | Regulations | Standards |
|-----------------------|-------------|-----------|
| Areas for improvement | 0           | 0         |

### 5.6 Complaints management

There was a complaints policy and procedure in place which was in accordance with legislation and DoH guidance on complaints handling. Patients and/or their representatives were made aware of how to make a complaint by way of the patient's guide and information on display in the practice. Discussion with Mr McKelvey confirmed that staff had received training on complaints management and were knowledgeable about how to respond to complaints.

Review of the complaints records confirmed that although this practice has never received a complaint arrangements are in place to effectively manage complaints from patients, their representatives or any other interested party. Records of complaints would include details of any investigation undertaken, all communication with complainants, the outcome of the complaint, and the complainant's level of satisfaction. Arrangements were in place to share information about complaints and compliments with staff.

The practice retains compliments received, e.g. thank you letters and cards and there are systems in place to share these with staff.

### Areas of good practice

A review of the arrangements in respect of complaints evidenced that good governance arrangements were in place.

## Areas for improvement

No areas for improvement were identified during the inspection.

|                       | Regulations | Standards |
|-----------------------|-------------|-----------|
| Areas for improvement | 0           | 0         |

### 5.7 Regulation 26 visits

Where the entity operating a dental practice is a corporate body or partnership or an individual owner who is not in day to day management of the practice, Regulation 26 unannounced quality monitoring visits must be undertaken and documented every six months.

Mr McKelvey is in day to day charge of the practice, therefore Regulation 26 unannounced quality monitoring visits do not apply.



## 5.8 Equality data

### Equality data

The arrangements in place in relation to the equality of opportunity for patients and the importance of staff being aware of equality legislation and recognising and responding to the diverse needs of patients was discussed with Mr McKelvey who confirmed that the equality data collected was managed in line with best practice.

## 5.9 Patient and staff views

One patient submitted a questionnaire response to RQIA. This patient indicated that they felt their care was safe and effective; that they were treated with compassion and that the service was well led, and was very satisfied with each of these areas of their care. No comments were included in the submitted questionnaire response.

No members of staff submitted questionnaire responses to RQIA.

## 5.10 Total number of areas for improvement

|  | Regulations | Standards |
|--|-------------|-----------|
| <b>Total number of areas for improvement</b> | <b>0</b>    | <b>0</b>  |

## 6.0 Quality improvement plan

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



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