



The Regulation and
Quality Improvement
Authority

Jordan Dental Care
RQIA ID: 11546
41-43 Holywood Road
Belfast
BT4 3BA

Inspectors: Stephen O'Connor and
Carmel McKeegan
Inspection ID: IN024704

Tel: 028 9047 1266

Unannounced Enforcement Compliance Inspection of Jordan Dental Care

11 April 2016

The Regulation and Quality Improvement Authority
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1. Summary of Inspection

An unannounced enforcement compliance inspection took place on 11 April 2016 from 09:55 to 10:10.

The purpose of the inspection was to assess the level of compliance achieved in relation to a failure to comply notice, FTC/IHC-DT/11546/2015-16/01, issued on 7 January 2016. The date for compliance with the notice issued on 7 January 2016 was 10 March 2016. However, a compliance inspection on 10 March 2016 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 9 April 2016. As the 9 April 2016 was a Saturday the compliance monitoring inspection was undertaken on 11 April 2016. The areas for improvement and compliance with the regulations were in relation to recruitment and selection of staff.

FTC Ref: FTC/IHC-DT/11546/2015-16/01

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 21 December 2015 a failure to comply notice was issued to Jordan Dental Care on 7 January 2016 relating to poor practice with recruitment and selection of staff.

An enforcement compliance inspection was carried out on 10 March 2016 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. The date for compliance on the notice was 9 April 2016.

1.2 Actions/Enforcement* Resulting From This Inspection

FTC Ref: FTC/IHC-DT/11546/2015-16/01

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: Mr David Jordan	Registered Manager: Mr David Jordan
Person in Charge of the Practice at the Time of Inspection: Mr David Jordan	Date Manager Registered: 22 December 2011
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 07 January 2016 and extended on 10 March 2016. The date for compliance on the notice was 09 April 2016.

4. Methods/Process

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

- discussion with Mr David Jordan, Registered Person
- review of relevant documentation
- evaluation and feedback

5. The Inspection

5.1 FTC Ref: FTC/IHC-DT/11546/2015-16/01

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 four 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 safeguarding of children and vulnerable adults.

A review of the records and discussion with Mr David Jordan, Registered Person, confirmed that the actions required to comply with this regulation had been met.

There had been no new staff employed at Jordan Dental Care since the previous inspection on 10 March 2016. However, it was identified that a checklist had been developed for use during the recruitment process. Mr Jordan confirmed that he will be responsible for ensuring this checklist is completed and that all required documents have been received and reviewed prior to any new staff commencing work in the practice. Mr Jordan confirmed that the checklist will be filed at the front of staff personnel files for all staff recruited in the future. 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 an 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 Mr Jordan. A review of the amended policy confirmed that it contained all of the relevant information including the names of the persons responsible for staff recruitment.

A review of the newly implemented system and discussion with Mr Jordan confirmed that he is fully aware of the actions required to taken to ensure that recruitment and selection within Jordan Dental Care is compliant with statutory legislation and mandatory requirements.

There was evidence retained that all staff in Jordan Dental Care including those with responsible for staff recruitment have undertaken training or refresher training in safeguarding of children and vulnerable adults. Mr Jordan confirmed that he was aware of the importance of safeguarding within the recruitment process.

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