



Summary of evidence guide

Private Dental Practices



Your summary of evidence

To assist private dental practices through the accreditation process, the Australian Dental Association (ADA) has developed a compendium of supporting resources that, when customised, can be used by practices as evidence to support their application for *Quality Innovation Performance Limited (QIP)* accreditation.

The ADA resources include a range of templates, which can be customised to reflect your practice's unique systems and processes. If you have existing practice policies in place it is recommended that these are retained however it is also recommended that you include any information contained within the ADA templates to ensure you meet the National Safety and Quality Health Service (NSQHS) Standards applicable to dentistry.

You may use the ADA templates, your own existing policies, or a combination of the two.

Resources available include six ADA policy templates, risk and incident registers, organisational charts and ADA HR resources.

Note: All documents require customisation, and most of the ADA resource documents require additional information.

The ADA policy templates have been reviewed by QIP and provided your practice has implemented the requirements of the policy, and is able to supply supporting evidence, you will satisfy the NSQHS Standards and achieve accreditation.

You must ensure that any information indicated within your policies, and the supporting evidence, is true of your practice at the time of submission via *AccreditationPro* to QIP.

There are two types of supporting resources linked to the ADA policy templates:

1. Other ADA templates that require customisation, such as organisational chart templates, risk registers and incident registers.

Note: once customised and implemented into your practice's day-to-day operations, these documents are required to be uploaded as evidence in *AccreditationPro*.

2. Third-party reference resources (which cannot be customised) such as the Dental Board of Australia's policies and guidelines, the ADA Practical Guides, the ADA Infection Control Guidelines etc.

Note: Generally, third-party reference resources do not need to be uploaded to *AccreditationPro* for assessment. These reference documents have been provided for practices to consult, adopt, and include in practice policies to be made available to staff.

Outline of documentation

This guide is to assist dental practices that have chosen to adopt the ADA policy templates by outlining the minimum documentary evidence required to achieve QIP accreditation under the *Private Dental Practice Accreditation Scheme*.

Using the available ADA templates is not mandatory; if your practice already has effective policies, procedures, forms and documents that meet the requirements of the NSQHS Standards these can be uploaded as evidence into *AccreditationPro*.

When using *AccreditationPro* to upload evidence, the system can accommodate:

- Practices using only the ADA templates and resources
- Practices using their own practice-specific evidence, and
- Practices using a combination of the ADA templates and their own practice-specific evidence.

In all instances, evidence uploaded to QIP must be:

1. Customised and specific to the practice site.
2. Current and in use at the time of submission.
3. Complete. For example, audits and registers must have de-identified recorded entries.

Note: A blank template cannot be considered evidence – it is only evidence once it has been customised and implemented.

Evidence is not limited to these documents alone and practices are encouraged to upload additional supporting documentation wherever possible to support their application.



Summary of Evidence

Standard	ADA templates & resources to be customised & implemented to comply with NSQHS Standards	Introductory	Re-accreditation
1.1.1	Governance for Safety and Quality Policy (ADA template) <i>The practice must provide a Governance for Safety and Quality policy which includes Clinical Guidelines (1.7.1), At Risk Patients and Escalation of Care (1.8.1), Health records (1.9.1) and Patient Rights (1.17.1) or, alternatively provide a separate policy for each.</i>	✓	✓
1.3.1	Position Description (ADA template) <i>One position description for each role in the practice. Example: hygienist/dentist/practice manager/dental assistant & receptionist must be provided. These can be de-identified if you choose.</i>	✓	✓
1.5.1	Organisation-wide Risk Register (ADA template) <i>The practice must have completed a risk assessment and provide a working risk register that outlines identified risks and risk management strategies.</i>	✓	✓
1.8.1	Medical History <i>One de-identified copy of a Medical History/Health Assessment document which includes both medical and medication history and areas to assist in identifying patients who are 'at risk'.</i>	✓	✓
1.9.2	Health Records Audit (ADA template) <i>One completed health record audit result that complies with the Dental Board of Australia guidelines on dental records must be provided.</i>	✗	✓
1.10.2	Performance Review (ADA template) <i>Two members of staff performance reviews or workforce performance evaluation records. These can be de-identified if you choose.</i>	✓	✓
1.12.1	Staff Education and Training Register (ADA template) <i>A register of education and training completed by practice staff.</i>	✗	✓
1.14.1 3.2.1 4.4.1 5.2.1	General Incident Register (ADA template) <i>A completed general incident register. A blank register is acceptable only when accompanied by a statement indicating that the practice has no history of incidents. All incidents that occur within the practice can be recorded using the one general incident register.</i>	✓	✓
1.15.1	Compliments and Complaints Register (ADA template) <i>A completed register. A blank register is acceptable only when accompanied by a statement indicating that the practice has no history of compliments or complaints. This can be de-identified if you choose.</i>	✓	✓
2.4.1	Partnering with Consumers Policy (ADA template)	✓	✓

Standard	ADA templates & resources to be customised & implemented to comply with NSQHS Standards	Introductory	Re-accreditation
3.1.1	Preventing and Controlling Healthcare Associated Infections Policy	✓	✓
3.5.1	Hand Hygiene Audit (ADA template) <i>One completed hand hygiene audit result that complies with current national hand hygiene guidelines and includes documented review by the highest level of governance must be provided.</i>	✓	✓
3.6.1	Workforce Immunisation Register (ADA template) <i>Completed workforce immunisation register that complies with current national guidelines must be provided listing all practice staff and the immunisations applicable to each staff member. This can be de-identified if you choose.</i>	✓	✓
3.15.3	Environmental Cleaning Audit Results or Schedule (ADA template) <i>The practice's usual daily/weekly/monthly cleaning schedule/register or environmental cleaning audit results must be approved.</i>	✓	✓
3.16.1	Autoclave Calibration/Validation Records <i>A copy of the most recent calibration/validation records for all autoclaves to be provided or a report from your service technician confirming the results of your calibration/validation process on all autoclaves performed within the last 12 months.</i>	✗	✓
4.1.1	Medication Safety Policy (ADA template)	✓	✓
4.2.1	Medication Management Systems Audit Results (ADA template) <i>Medication management audit results identifying risks to patient safety and aligned to State/Territory jurisdictional requirements must be provided.</i>	✓	✓
5.1.1	Patient Identification and Procedure Matching Policy (ADA template)	✓	✓
6.1.1	Clinical Handover Policy (ADA template)	✓	✓
	Quality Improvement Plan <i>To be submitted to QIP half way through your accreditation cycle.</i>		