Self-audit tool

August 2015

Infection control obligations of dental practitioners

The Board has published Guidelines on infection control (the Board's Guidelines) to describe the infection control obligations of registered dental practitioners.

The Board expects dental practitioners to practise in a way that maintains and enhances public health and safety by ensuring that the risk of the spread of infection is prevented or minimised.

Why has the Board published the self-audit tool?

The Board has developed this tool for registered dental practitioners.

As a registered dental practitioner it is your responsibility to ensure that you comply with the requirements of the Board's Guidelines. The Board has developed the tool so you can reflect on how well you comply with the requirements in your workplace.

How should you use the self-audit tool?

You need to read the Board's Guidelines before using the document.

This tool is not a substitute for the guidelines nor is it comprehensive or definitive tool. You may find that you wish to add or delete items as appropriate to your workplace.

At the completion of a self-audit on infection control you should know that:

- you have access to the documents and are practising in accordance with those listed in the Board's Guidelines
- your workplace is in a clean and hygienic state, to prevent or minimize the spread of infectious diseases
- when attending a patient, client or consumer you are taking the necessary practicable steps to prevent or minimise the spread of infection, and
- you can declare, when you renew your registration, that you are complying with all the requirements in the Board's Guidelines, including being aware of your blood-borne virus status.

What if you identify gaps?

You should take whatever action is needed to meet your obligations; this may include discussions with your employer and colleagues, whether or not they are registered.

The Board expects you to continue to maintain and update your knowledge throughout your career across all areas of your practice, and recommend that you regularly undertake a continuing professional development (CPD) course in infection control.   As a registered dental practitioner, you must meet the requirements of the Board's Continuing professional development registration standard.

Your professional association, education providers and providers of professional indemnity insurance may be able to provide resources to help you meet your obligations.

	Yes	No	Action needed
1. Documentation and education			
1.1 Do you have a manual setting out the infection control protocols and procedures at your place of work?			
1.2 Is there hardcopy or electronic access to the "Australian Guidelines for the Prevention and Control of Infection Control in Healthcare" published by the National Health and Medical Research Council NH&MRC) at your place of work?			
1.3 Is there hardcopy or electronic access to the Australian Dental Association's "Guidelines for Infection Control" at your place of work?			
1.4 Is there hardcopy or electronic access to the current version of AS/NZS 4815, "Office-based health care facilities – Reprocessing of reusable medical and surgical instruments and equipment, and maintenance of the associated environment" (or AS/NZS 4815 OR 4187 if applicable) at your place of work?			
1.5 Are you familiar with the content of these documents?			
1.6 Does your place of work have a recording protocol and procedure for workplace injuries including sharps injury?			
1.7 Have you attended recent continuing professional development on infection control in the current CPD cycle and do you have evidence of such?			
1.8 Has you place of work undertaken staff training in infection control recently?			
2. Personal and hand hygiene			
2.1 Are you aware of your blood borne virus status?			
2.2 Does your place of work maintain a vaccination record for members of clinical staff?			
2.3 Have you and other staff at your place of work completed training in hand-hygiene and are you complaint with the NH&MRC requirements in the "Australian Guidelines for the Prevention and Control of Infection Control in Healthcare"?			
2.4 Are there protocols for the drying of hands?			
2.5 Is there alcohol-based gel or liquid available for waterless hand- hygiene?			
2.6 Are there protocols and procedures for the use of latex/non latex and sterile/non-sterile gloves?			
2.7 Are there protocols and procedures for the wearing of masks?			
2.8 Are there protocols and procedures for the wearing of protective eyewear for clinical staff and patients?			

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3. The clinical area			
3.1 In your clinical area are there clearly designated 'clean' and 'contaminated' areas?			
3.2 Is there a designated hand-washing sink?			
3.3 Are there established protocols and procedures for cleaning the clinical area between patients?			
3.4 Are both critical and non-critical instruments stored appropriately?			
3.5 Are there established protocols and procedures on the disposal or single-use items?			
3.6 Are there protocols and procedures for the removal of contaminated instruments from the clinical area?			
4. Clinical equipment			
4.1 For all of your equipment in the clinical area are there protocols and procedures that ensure they are being maintained in a safe and appropriate manner? Such considerations may be: a. Waterline management b. Suction line management c. Amalgam disposal d. Surface management of equipment that is touched during clinical procedures.			
5. Sharps and waste disposal			
5.1 Are there protocols and procedures for the disposal of sharps both from the clinical area and from the practice?			
5.2 Are there protocols and procedures for the disposal of contaminated material both from the clinical area and the practice?			
5.3 Are there protocols and procedures for the disposal of general waste?			
5.4 Are there protocols and procedure for management of sharps injuries and splash exposure?			
6. Reprocessing area			
6.1 Is the reprocessing at your place of work a dedicated area?			
6.2 Is the reprocessing area at your place of work suitably located and sized for the workload?			
6.3 Are there protocols and procedures for work flow in and out of the reprocessing area?			
6.4 Do you have appropriate documentation for your reprocessing equipment including validation and calibration certification, maintenance logs and operating			

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manuals?			
6.5 Are there protocols and procedures for all required tests of your reprocessing equipment?			