

**Best Practices Checklist**  
**Recommended semi annually**

**Staffing**

Have licensed dental assistants and dental hygienists provided proof of licensure? Y  N

**PHIA**

Privacy officer name: \_\_\_\_\_

Is the Privacy Policy posted in your office and visible to all patients? Y  N

Is the Privacy Policy adhered to? Y  N

Does the office gain written/verbal/IMPLIED consent before releasing any patient information? Y  N

**(PHIA and PIPEDA in the Dental Office)**

**Safety**

Is the office in compliance with OH&S requirements? Y  N

Is there a Safety Representative/JOHSC in place? Y  N

Safety officer name: \_\_\_\_\_

Has all staff been WHMIS/WHMIS 2015 trained and are the resources available to all staff? Y  N

Does a qualified inspector inspect all the fire extinguishers annually? Y  N

Are all dental product and drug information sheets available in the office? Y  N

Is your first aid kit regulated and up to date? Y  N

Is a copy of the provincial labor code posted in an area readily available to staff? Y  N

**(OHS Guidelines)**

**X-rays**

Gonadal shielding Y  N  Thyroid shielding Y  N

Dosimetry inspections up to date Y  N

Is all equipment inspected and maintained Y  N

**Staff Immunization**

Have all doctors and staff provided updated immunization records Y  N

**(Infection Prevention Control)**

**Infection Control**

Is all staff familiar with and employing current infection control procedures and protocol? Y  N

**(Infection Prevention Control)**

### **Drug Management**

Are narcotic drugs properly stored and is the drug register kept according to federal regulation? Y  N

Are prescription pads inaccessible to patients or visitors to the office? Y  N

**(Narcotic Prevention Control)**

### **Dental Office Emergency**

Is there an emergency kit and are all drugs current? Y  N

Do the dentist and key staff have updated CPR certification? Y  N

Does the office have a protocol set up to deal with medical emergencies?

**(PDBNS)** Y  N

### **Waste Management**

Is there an NSDA approved protocol in place for handling biomedical waste and sharps? Y  N

Is there an amalgam separator installed? Y  N

**(Hazardous Waste Documents)**

### **Materials Management**

Are dental materials and drugs within current expiry dates Y  N

### **Other**

### **Credit Granting**

If the practice grants credit, do the patient's account invoices and statements show the annual rate of interest charged? Y  N

### **SOCAN**

Does the practice have a current SOCAN license? Y  N