**Clinical Dental Record Keeping**

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|  | **Action Points** | **Yes** | **No** | **Action Required** |
| **1** | **Record-keeping complies with good practice GDC & Faculty of General Dental Practice Guidance** | | | |
| All records are legible, unambiguous, signed, dated and timed. They are accurate, complete and contemporaneous. |  |  |  |
| Where records are not written contemporaneously, this is clearly documented. |  |  |
| IT log-ins are secure to ensure confidentiality is maintained and audit trails are accurate. |  |  |
| Information is recorded consistently and appropriately to facilitate risk alerts – continual past medical history update. |  |  |
| If records are amended, the reason for this is clear and transparent and the audit trail maintains a record of changes or deletions. Where handwritten records are used make the date of the amendment clear and do not use Tippex! |  |  |

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|  | **Action Points** | **Yes** | **No** | **Action Required** |
| **2** | **Records are created for every patient consultation** | | | |
| A record is available for every consultation. |  |  |  |
| Advice to patients given by telephone is recorded within the patient record. |  |  |

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|  | **Action Points** | **Yes** | **No** | **Action Required** |
| **3** | **Records are sufficient to provide insight into diagnosis, rationale and follow up** | | | |
| The record includes details of information provided by the patient. |  |  |  |
| The record includes details of any observations and clinical findings, whether significant or not – both positive and negative findings. |  |  |
| The record includes details of any decisions made and any instructions or advice given to the patient. |  |  |

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|  | **Action Points** | **Yes** | **No** | **Action Required** |
| **4** | **Records are sufficient to provide evidence of patient consent in relation to treatment planning** | | | |
| Any discussions in relation to a proposed treatment are fully documented in the patient record. *(see Consent checklist for further details)* |  |  |  |
| Concerns or wishes the patient has in relation to proposed treatment are fully documented. |  |  |

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|  | **Action Points** | **Yes** | **No** | **Action Required** |
| **5** | **Patient results and letters are viewed and processed timeously** | | | |
| Clinicians are notified when results or correspondence are available. |  |  |  |
| There is a system in place to ensure any required actions are implemented and documented as appropriate. |  |  |
| There is a system to ensure actions associated with results, hospital letters and referrals are tracked and actions taken. |  |  |

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|  | **Action Points** | **Yes** | **No** | **Action Required** |
| **6** | **Referral to other healthcare professionals is documented** | | | |
| The reason for the referral is clear. |  |  |  |
| Appropriate information is included in the referral including urgency level. |  |  |
| A copy of the referral is documented within the patient record. |  |  |
| Safety netting is included where appropriate. |  |  |

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|  | **Action Points** | **Yes** | **No** | **Action Required** |
| **7** | **There is an incident reporting system in place to record problems encountered in relation to record-keeping** | | | |
| Misfiles are identified and rectified as appropriate. |  |  |  |
| Workflow problems in actioning results and letters are discussed and resolved. |  |  |

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|  | **Action Points** | **Yes** | **No** | **Action Required** |
| **8** | **Please ensure that for the following additional entries include:** | | | |
| Radiography: *justification, grading, reporting & recording*. |  |  |  |
| Local anaesthetic: *type, dose, site, & expiry date*. |  |  |
| Drugs: *justification, type, dose, frequency and duration*. |  |  |

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|  | **Action Points** | | **Action Required** |
| **9** | **Ten Essentials for Record Keeping** | | |
| 1. Patient details | 1. Diagnosis |  |
| 1. Past Medical History | 1. Treatment Plan |
| 1. Past Dental History/Social History | 1. Consent |
| 1. Clinical Examination | 1. Progress notes including local anaesthetic |
| 1. Special Investigations | 1. Exit Notes |