

Induction to the Practice

The induction process is designed to give you a firm foundation upon which you can build a successful dental career. It is to help give you and your Educational Supervisor assurance that you are confident and competent in all the areas of practice that you require at this stage of the year.

This induction checklist gives you a record of the items within the practice which have been explained to you and with which you have a degree of knowledge so that you are familiar with the protocols and procedures in the practice.

All items in this checklist should be completed before you commence treatment of patients

Assurance Item	Team member who gave induction	Date of inductions
Practice layout and facilities		
Staff		
Services and emergency shut off • Water • Gas • Electricity • Compressor		
Fire procedures		
Opening/closing the practice		
Security Procedures		
Expected behaviours • Dress code • Arrival time • Social media use • Calling for help • Use of multisource feedback		
Surgery and equipment		
Use of DNA/Cancellation time		
Radiation equipment and local rules		
Cross infection control and safety within the workplace		
PPE training and providing safe social distancing		
Waste handling procedures		
Basic software orientation		
e-Portfolio		
Confidentiality and data protection		
Sharps injury policy and accident reporting		
Emergency drugs and CPR procedure		
Safeguarding children and vulnerable adults		
Complaints procedure		
Consent and shared decision making		
NICE guidance		
CQC - Policies and procedures		
Reception Orientation • Making and changing Appointments • Payments • Telephone • Emergencies • Use of computer		
Decontamination suite orientation • Policies and audit • Walk through of procedures		
Equipment care and maintenance		

Introduction to Clinical Practice

Assurance Item	Team member who gave induction	Date of inductions
Materials used and experience		
Materials available in practice		
Referrals - Who - When - Protocol		
Prescribing		
NHS Rules and Regulations		
IT / Patient Notes - Record Keeping - Opening and Closing Course of Treatment - Medical Histories - FP17, FP17DC, consent forms - Payments		
Medical Emergency simulation		
Practice approach to patient meet and greet		
History taking		
Clinical examination - E/O and I/O Hard and soft tissues - Charting of dentition - BPE and 6PPC - Occlusal assessment - Caries diagnosis		
Gaining consent and assessment of capacity		
Taking of I/O radiograph		
Radiographic grading and interpretation		
Basic treatment planning		
Assessment and restorability of teeth		
Assessment of periodontal condition		
Assessment of occlusion		
Orthodontic assessment		
Prevention - Diet advice - OHI advice - Smoking cessation		

Structured observation is an active process which needs input from both the clinician and the observer. After observing a clinical treatment of a patient, you discuss with the clinician and reflect upon one of the aspects from the list below. During a treatment session several aspects can be covered for different clinical treatments. In this way you will have an opportunity to learn from the process and will be guided in your areas of observation and reflection. Try to match the areas of observation to your learning needs.

Structured observation of Educational Supervisor or other clinicians	Clinician who gave the training	Date of training
Communication (patient and/or team)		
Gaining consent		
Cross infection control procedures during treatment provision		
Restorative Procedures		
Teamwork in the surgery		