

General Dental Practice Inspection (Announced)

Dannadd Davies Dental Practice,
Caernarfon / Betsi Cadwaladr
University Health Board

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2017

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Copies of all reports, when published, will be available on our website or by contacting us:

In writing:

**Communications Manager
Healthcare Inspectorate Wales
Welsh Government
Rhydycar Business Park
Merthyr Tydfil
CF48 1UZ**

Or via

**Phone: 0300 062 8163
Email: hiw@gov.wales
Fax: 0300 062 8387
Website: www.hiw.org.uk**

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Healthcare Inspectorate Wales (HIW) is the independent inspectorate and regulator of healthcare in Wales

Our purpose

To check that people in Wales are receiving good care.

Our values

- **Patient-centred:** we place patients, service users and public experience at the heart of what we do
- **Integrity:** we are open and honest in the way we operate
- **Independent:** we act and make objective judgements based on what we see
- **Collaborative:** we build effective partnerships internally and externally
- **Professional:** we act efficiently, effectively and proportionately in our approach.

Our priorities

Through our work we aim to:

Provide assurance:

Provide an independent view on the quality of care.

Promote improvement:

Encourage improvement through reporting and sharing of good practice.

Influence policy and standards:

Use what we find to influence policy, standards and practice.

1. What we did

Healthcare Inspectorate Wales (HIW) completed an announced inspection of Dannadd Davies Dental Practice at 33 Bangor Street, Caernarfon, Gwynedd, LL55 1AR, within Betsi Cadwaladr University Health Board on the 14 November 2017.

Our team, for the inspection comprised of a HIW inspector and a dental peer reviewer.

HIW explored how the service met the Health and Care Standards (2015), Private Dentistry (Wales) Regulations 2008 and the Private Dentistry (Wales) (Amendment) Regulations 2011 and other relevant legislation and guidance.

Further details about how we conduct dental inspections can be found in Section 5 and on our website.

2. Summary of our inspection

Overall, we found evidence that Dannadd Davies Dental Practice provides safe and effective care to their patients in a pleasant environment with friendly, professional and committed staff.

We found the practice to have good leadership and clear lines of accountability.

This is what we found the service did well:

- Patients were provided with enough information to make an informed decision about their treatment and we saw evidence that patients were satisfied with the treatment and service received
- We found evidence that this is a very well run service with effective systems to support overall practice management and leadership
- The staff team appeared very happy in their roles, were competent in carrying out their responsibilities and had a strong commitment to providing a high quality service
- Surgery facilities were well-equipped, visibly clean, tidy and well organised
- Appropriate arrangements were in place for the safe use of x-rays
- Dental instruments were cleaned and sterilised appropriately
- Systems for governance and monitoring the quality of the service against the requirements of the regulations are in place.

This is what we recommend the service could improve:

- Self evaluate using the Maturity Matrix Dentistry tool
- Recording of patients notes.

3. What we found

Background of the service

Dannadd Davies Dental Practice provides services to patients in the Caernarfon area. The practice forms part of dental services provided within the area served by Betsi Cadwaladr University Health Board.

The practice has a staff team which includes three dentists, three dental nurses, a receptionist and a dedicated practice manager.

The practice provides a range of NHS and private general dental services.

Quality of patient experience

We spoke with patients, their relatives, representatives and/or advocates (where appropriate) to ensure that the patients' perspective is at the centre of our approach to inspection.

We found evidence that Dannadd Davies Dental Practice provides safe and effective care to their patients in a pleasant environment with friendly, professional and committed staff.

The feedback we received confirmed that patients were very happy with the service they received.

Prior to the inspection, we invited the practice to distribute HIW questionnaires to patients to obtain views on the dental services provided.

In total, we received 21 completed questionnaires, all of which were from long term patients at the practice (those that had been a patient for more than two years).

Overall, patient feedback was very positive. Patient comments included:

"Staff are always welcoming and ready to help. Fantastic service and they always seem to be working so hard"

"I have always been the recipient of excellent care and service at this practice for the many years that I have been fortunate enough to be a patient"

"I have been using the practice for quite some time. More than happy with the level of hygiene and service offered. Overall very good"

Staying healthy

There was ample, dedicated dental health promotion information available, which meant patients had access to information which could support them in caring for their own oral hygiene. There were various posters and information sheets displayed which gave patients a range of information about the dental practice and oral health information. No smoking signs were displayed in the practice. Price lists were also clearly on display in the waiting / reception area and in the surgeries.

All patients who completed the questionnaires indicated that the dental team had spoken to them about how to keep their mouth and teeth healthy.

Dignified care

Without exception, all patients who completed a questionnaire felt that they had been treated with respect when visiting the practice. Patient comments about the staff included:

“Staff are always pleasant, understanding and professional”

“Staff always friendly”

We also observed the warm, friendly and professional approach adopted by all staff towards patients.

The practice had arrangements to protect patients’ privacy, including areas for patients to have private conversations with staff. Telephone calls were also received in privacy away from patients.

We saw that the doors to the dental surgeries, (where patients were receiving care on the day of our inspection), remained closed to maintain privacy and dignity.

Patient information

The majority of patients who completed a questionnaire told us that they felt involved as much as they wanted to be in any decisions made about their treatment and that they had received clear information about available treatment options.

The responses given by patients in the questionnaire indicated that the dental practice could provide clearer information to patients about the cost of treatment. More than a quarter of patients told us in the questionnaires that they felt that the cost of their treatment was not always made clear to them, and that they did not understand how the cost of their treatment was calculated. Patients were also asked in the questionnaires how the dental practice could improve the service it provided, and two patients commented:

“By stating how much the treatment is likely to amount to before starting”

“Be clearer about costs”

However, we noted that information on prices for NHS charges and private treatment was available to view in the reception / waiting area which meant patients had access to information on how much their treatment may cost.

We also found evidence of treatment planning and options noted within a sample of patient records we viewed. This meant that patients were able to make an informed decision about their treatment.

General information about the practice was displayed around reception and the waiting area. The practice had its own patient information booklet for patients to take away.

Communicating effectively

Some staff working at the practice can communicate bilingually with patients.

The majority of patients who completed a questionnaire considered themselves to be Welsh speakers. All Welsh speaking patients told us that they were always able to speak to staff in Welsh when they wanted to.

All non-Welsh speaking patients who completed a questionnaire told us that they were always able to speak to staff in their preferred language.

Timely care

The practice tries to ensure that dental care is always provided in a timely way and we observed this during our inspection. Staff described a process for keeping patients informed about any delays to their appointment times.

The majority of patients who completed a questionnaire said that they knew how to access the out of hours dental service if they had an urgent dental problem.

An emergency number for out of hours was available should patients require urgent out of hours dental treatment. The telephone number was displayed by the main entrance, was given on the answer phone message, appointment cards and patient information booklet.

Individual care

Planning care to promote independence

We considered a sample of patient records and found that all treatment options were recorded. However, we did note that one dentist needed to improve and expand on the advice and options given to patients.

We found that verbal consent to treatment is not always recorded within patients' records. We advised the practice to ensure verbal consent is always recorded once obtained from each patient, which the practice agreed to do.

The majority of patients that completed a questionnaire confirmed that the dentists do enquire about their medical history before undertaking any treatment. However, one patient told us that this did not happen every time.

We noted that patients' medical histories were reviewed and updated at each visit.

People's rights

We noted that the practice had a dedicated equality policy in place. The practice was located in a three storey building with two dental surgeries located on the ground floor and one dental surgery on the first floor. Wheelchair users could access the ground floor level of the practice and could access the reception, waiting area and two dental surgeries.

Listening and learning from feedback

The majority of patients who completed a questionnaire said that they know how to raise a concern or complaint about the services they receive at the dental practice. One patient told us that the dental practice had been "accommodating when problems occur".

We reviewed the practice's complaints handling policy and at the point of inspection there had not been any formal complaints received by the practice since it was taken over by the current principal dentist in 2012.

The practice's complaints handling policy covers both private and NHS treatment. We advised the practice to review the policy ensuring it is clear to patients the timescales for acknowledging and responding to complaints in line with the regulations for private patients and with 'Putting Things Right'¹ for NHS patients which the practice did immediately during our visit.

¹ <http://www.wales.nhs.uk/ourservices/publicaccountability/puttingthingsright>

The procedure for making a complaint was clearly displayed in the waiting area; it was also set out in the 'Patient Information' leaflet.

The practice informed us that any informal concerns were captured in a central log to enable any common themes are identified.

The majority of patients who completed a questionnaire said that they were asked for their views on the dental practice, for example, through patient questionnaires.

We discussed the practice's mechanism for actively seeking patient feedback; which the practice does by providing bilingual questionnaires to patients in the waiting area, along with a comment box. The practice informed us that the feedback is discussed at team meetings and we saw details of the feedback analysis displayed on the practice notice board in the waiting area, demonstrating to patients that their individual feedback had been captured and acted upon to enhance learning and service improvement.

Delivery of safe and effective care

We considered the extent to which services provide high quality, safe and reliable care centred on individual patients.

We found that the practice was being run with the intention of meeting the relevant standards to ensure the health, safety and welfare of staff and patients.

The practice provided a clean environment and the surgeries were light and airy.

We found that patients were provided with safe and effective dental care.

Safe care

Managing risk and promoting health and safety

Overall, we found arrangements were in place to protect the safety and well being of staff working at, and people visiting, the practice.

The building appeared to be very well maintained internally and externally. During a tour of the building we saw that all areas were very clean, tidy and free from obvious hazards.

There were no concerns expressed by patients over the cleanliness of the dental practice. Almost all patients who completed a questionnaire felt that the dental practice was very clean.

There was one unisex toilet for use by patients and staff. The facility was signposted and visibly very clean.

We noted that portable appliance testing (PAT) was regularly undertaken to ensure they were safe for use.

Fire extinguishers were in place throughout the building and were serviced regularly. Directions for the emergency exits were clearly visible and the Health and Safety poster was clearly on display.

We found that all chemicals were kept securely and none were left in public areas. There was a file available containing a number of data sheets relating to

Control of Substances Hazardous to Health (COSHH) and relevant risk assessments in place.

The practice had a system in place to manage waste appropriately and safely. Contract documentation was in place for the disposal of hazardous (clinical) and non-hazardous (household) waste. We saw that all waste had been segregated into the designated bags / containers in accordance with the correct method of disposal and stored securely while awaiting collection.

Infection prevention and control

The practice had dedicated facilities for the cleaning and sterilisation (decontamination) of dental instruments as recommended by the Welsh Health Technical Memorandum (WHTM) 01-05. The decontamination area is located in a large surgery but away from the treatment area. We saw that the facility was very clean, well organised, equipped and uncluttered. Staff demonstrated the decontamination process and we saw certificates showing all clinical staff had attended training on decontamination. We were also informed by the practice that plans have been drawn up to separate the decontamination area from the surgery to form two rooms; and have a separate door on each room.

We saw records that showed the practice undertook audits of infection control on a regular basis as recommended by WHTM 01-05.

We were satisfied that there were appropriate procedures in place to minimise the risk of cross infection to protect both patients and staff. We also noted that the dental instruments were stored in line with their current decontamination policy and were transported safely between surgeries.

Medicines management

The practice had clear procedures in place showing how to respond to patient medical emergencies.

All staff had up to date cardiopulmonary resuscitation (CPR) training and the practice had one dedicated first aider.

The emergency drugs were stored securely and in a location making them immediately available in the event of a medical emergency (patient collapse) at the practice. We saw evidence that an effective system was in place to check the equipment and emergency drugs to ensure they remained in date and ready for use.

Safeguarding children and adults at risk

We found that the practice had a safeguarding policy in place to protect children and vulnerable adults.

We saw evidence that all clinical staff had received training in the protection of children and vulnerable adults. However, we were informed by the practice that all staff are due to renew their training and we saw evidence that training had been booked for November and December 2017.

We confirmed that all relevant staff were registered with the General Dental Council (GDC).

The practice informed us that all clinical staff Disclosure and Barring Service (DBS) check needed to be renewed. Only dentists registered with HIW must hold a valid DBS check for which no more than three years have lapsed. We saw evidence that arrangements were already in place for these to be renewed for all staff, which is deemed good practice.

Improvement needed

Forward to HIW details of the renewed DBS certificate for the dentists.

Medical devices, equipment and diagnostic systems

We looked at the clinical facilities in the surgeries and found that they contained appropriate equipment for the safety of patients and the dental team. We noted that the surgeries had been designed and organised to help the team work efficiently and was visibly very clean and in good condition. However, we did note that there were some marks on the floor in surgery two. The practice informed us that surgery two is currently not in use and the marks on the floor will be removed prior to the surgery being used by patients.

All radiological equipment was maintained and in good working order. We saw evidence that suitable arrangements were in place for the safe use of radiographic (X-ray) equipment. We saw evidence of up-to-date ionising radiation training for all clinical staff.

Effective care

Safe and clinically effective care

It was evident that the practice was seeking to continuously improve the service provided. We were able to see that audits had been completed and / or arranged by the practice.

Quality improvement, research and innovation

From discussions with staff, we were informed that peer review between clinical staff has recently taken place and will contribute to the quality and safety of the care provided to patients. We were also informed that the practice has recently peer reviewed with another dental practice which will further contribute to the quality and safety of the care provided.

We did recommend that the practice uses the Maturity Matrix Dentistry tool. This is a self-evaluation tool that allows the dental team to focus on how they work and enables the practice to consider the quality and care provided in a range of areas.

Improvement needed

Self evaluate using the Maturity Matrix Dentistry tool.

Information governance and communications technology

The storage of patient files was appropriate, to ensure the safety and security of personal data. All electronic files were being backed up regularly and access to computer screens was secure and discreet. A data protection policy was in place.

Record keeping

A sample of patients' records were reviewed. Overall, there was evidence that the practice as a whole is keeping good clinical records, demonstrating that care is being planned and delivered to ensure patients' safety and wellbeing. However, we found some inconsistencies with the level of detail recorded within patients' individual records between the dentists, such as:

- Social history, cancer screening and recording of patients' verbal consent for treatment.

- The advice and options given to patients on treatment planning and options.
- Recording of the batch number and expiry date of local anesthetic.

We also discussed with the practice the lack of evidence in respect of regular x-rays being taken based on risk factors.

Considering the variance we found in patients' records, it would be advisable for the practice to develop a standard template for all patient record keeping so that the quality is consistent and undertake regular audits of patient records as part of their peer review process.

Improvement needed

Develop a standard template for all patient record keeping so that the quality is consistent and undertake regular audits as part of their peer review process.

Quality of management and leadership

We considered how services are managed and led and whether the workplace and organisational culture supports the provision of safe and effective care. We also considered how services review and monitor their own performance against the Health and Care Standards.

We found the practice to have good leadership and clear lines of accountability.

We found evidence that this was a very well run practice with a strong commitment to providing high quality service and attention to detail.

A range of relevant policies and procedures were in place.

The staff team appeared happy in their roles and were competent in carrying out their duties and responsibilities.

Governance, leadership and accountability

We found the practice to have good leadership and clear lines of accountability.

The day to day management of the practice was the responsibility of the practice manager who was efficient and competent in her role. Since most of the staff had worked together for some time, there was a good rapport amongst them. They told us that they were confident in raising any issues or concerns and felt well supported in their roles.

We found that staff were clear and knowledgeable about their roles and responsibilities.

Staff and resources

Workforce

We saw completed staff induction folders and these were well arranged. All staff had access to policies and procedures.

We saw that staff had access to a wide variety of training; meeting the Continuous Professional Development (CPD) requirements. We also saw evidence of annual staff appraisals and regular team meetings.

The dentists working at the practice provided private dental services and we saw their HIW registration certificate prominently displayed as required by the Private Dentistry (Wales) Regulations 2008.

We saw records relating to Hepatitis B immunisation status for all staff working at the practice.

We looked at the policies and procedures in place and found that they reflected actual practice. All policies and procedures contained a review date and / or were version controlled along with staff signatures demonstrating that these have been read and understood.

We found that the practice displayed its emergency contact details and the practice opening times on the entrance of the premises. The dentists' names and qualifications were also clearly on display.

4. What next?

Where we have identified improvements and immediate concerns during our inspection which require the service to take action, these are detailed in the following ways within the appendices of this report (where these apply):

- Appendix A: Includes a summary of any concerns regarding patient safety which were escalated and resolved during the inspection
- Appendix B: Includes any immediate concerns regarding patient safety where we require the service to complete an immediate improvement plan telling us about the urgent actions they are taking
- Appendix C: Includes any other improvements identified during the inspection where we require the service to complete an improvement plan telling us about the actions they are taking to address these areas

The improvement plans should:

- Clearly state when and how the findings identified will be addressed, including timescales
- Ensure actions taken in response to the issues identified are specific, measureable, achievable, realistic and timed
- Include enough detail to provide HIW and the public with assurance that the findings identified will be sufficiently addressed.

As a result of the findings from this inspection the service should:

- Ensure that findings are not systemic across other areas within the wider organisation
- Provide HIW with updates where actions remain outstanding and/or in progress, to confirm when these have been addressed.

The improvement plan, once agreed, will be published on HIW's website.

5. How we inspect dental practices

Dental practice inspections are usually announced. Dental practices receive up to twelve weeks notice of an inspection. This is so that arrangements can be made to ensure that the practice is running as normal, and that the inspection causes as little disruption to patients as possible.

Feedback is made available to practice representatives at the end of the inspection, in a way which supports learning, development and improvement at both operational and strategic levels.

We check how dental practices are meeting the [Health and Care Standards 2015](#). Any dentist working at the practice who is registered with HIW to provide private dentistry will also be subject to the provisions of the [Private Dentistry \(Wales\) Regulations 2008](#) and the [Private Dentistry \(Wales\) \(Amendment\) Regulations 2011](#). Where appropriate we consider how the practice meets these regulations, as well as the [Ionising Radiations Regulations 1999](#), the [Ionising Radiation \(Medical Exposure\) Regulations 2000](#) and any other relevant professional standards and guidance such as the [General Dental Council Standards for the Dental Team](#).

These inspections capture a snapshot of the standards of care within dental practices.

Further detail about how HIW inspects [dental practices](#) and the [NHS](#) can be found on our website.

Appendix A – Summary of concerns resolved during the inspection

The table below summaries the concerns identified and escalated during our inspection. Due to the impact/potential impact on patient care and treatment these concerns needed to be addressed straight away, during the inspection.

Immediate concerns identified	Impact/potential impact on patient care and treatment	How HIW escalated the concern	How the concern was resolved
There were no immediate concerns identified during this inspection.			

Appendix B – Immediate improvement plan

Service: Dannadd Davies Dental Practice

Date of inspection: 14 November 2017

The table below includes any immediate concerns about patient safety identified during the inspection where we require the service to complete an immediate improvement plan telling us about the urgent actions they are taking.

Immediate improvement needed	Standard	Service action	Responsible officer	Timescale
There were no immediate assurance issues identified during this inspection.				

The following section must be completed by a representative of the service who has overall responsibility and accountability for ensuring the improvement plan is actioned.

Service representative:

Name (print):

Job role:

Date:

Appendix C – Improvement plan

Service: Dannadd Davies Dental Practice

Date of inspection: 14 November 2017

The table below includes any other improvements identified during the inspection where we require the service to complete an improvement plan telling us about the actions they are taking to address these areas.

Improvement needed	Standard	Service action	Responsible officer	Timescale
Quality of the patient experience				
N/A				
Delivery of safe and effective care				
Forward to HIW details of the renewed DBS certificates for the dentists.	2.7 Safeguarding children and adults at risk	Updated certificates are currently being processed and we are waiting for the certificates from DBS.	Liz Jones	31 Jan 2018
Self evaluate using the Maturity Matrix Dentistry tool.	3.3 Quality Improvement, Research and Innovation	Arrangement for training has been arranged through Cardiff Deanery and we shall start using the MMD tool from that date.	All Staff and Dentists.	19 Jan 2018
Develop practice wide, uniform and consistent	3.5 Record	We have audited our existing clinical	All dentists	31 Jan 2018

Improvement needed	Standard	Service action	Responsible officer	Timescale
standards for all patient record keeping and introduce a system of peer review / audits to support with the creation and maintenance of this.	keeping	record keeping and we shall re audit in 2 months to ensure all dentists are using uniform and consistent standards. The practice shall be referring to Cardiff Deanery CAPRO cookbook for future Audits and Peer reviews.		
Quality of management and leadership				
N/A				

The following section must be completed by a representative of the service who has overall responsibility and accountability for ensuring the improvement plan is actioned.

Service representative

Name (print): Dr Rhys Davies

Job role: Dentist

Date: 19th December 2017