

Items needed for review

- 1 BLS Card(s) for RDHs and DAs II
- 2 BLS cards(s) for employees who assist with sedation
- 3 Proof of Dr. continuing education in last 2 years (related to sedation)
- 4 Proof of RDH continuing education in last 2 years (if applicable)
- 5 Proof of BLS/ACLS/PALS for dentist(s) (whichever applies)
- 6 Contract or Invoice for Company who picks up sharps/biohazard
- 7 General Supervision Agreements from RDHs
- 8 General Supervision Orders
- 9 Medical Emergency Written Protocol
- 10 Date of last staff meeting directly related to medical emergencies

Files Needed for Inspector

- 1 Patient records (inspector/investigator will specify)
- 2 Staff List and titles

Utilization of Dental Hygienists and Dental Assistants II		Result	Notes
18VAC60-21-110			
No more than 4 Dental Hygienists or Dental Assistants II in any combination practicing at the same time.			
18VAC60-21-120			
Does Dental Hygienist(s) practice under general supervision? <i>If Yes</i> , determine if:			
Written orders are in the patient record.			
The services on the original order are to be rendered within a specific time period not to exceed 10 months.			
The dental hygienist has consented in writing to providing services under general supervision. See personnel record.			
The patient is informed before the appointment that he will be treated under general supervision. See patient record.			
Written basic emergency procedures are established and the dental hygienist is capable of implementing those procedures. See procedure. Ask the hygienist about preparation and training.			
Posting of Current Licenses, Certificates, and Registrations		Result	Notes
54.1-2720			
Name of every dentist practicing in this office is displayed at the entrance of the office. Indicate whether the names were posted at the entrance, also the names of the dentists who names are not posted and their date of hire.			
54.1-2721 18VAC60-21-30			
Dental Licenses are posted in plain view of patients. If licenses are not posted, note the names of whose licenses were not posted.			
54.1-2727 18VAC60-25-20.B			
Dental Hygiene Licenses are posted in plain view of patients. If license was not posted the names are needed.			
18VAC60-30-20.B			
Dental Assistant II Registrations are posted in plain view of patients. If registration is not posted, names are needed.			
18VAC60-30-80			
Radiation Certificate is posted for each person who exposes dental x-rays and is not otherwise licensed. Note the names of those who are exposing x-rays and do not have their certification posted- with hire date.			

	12VAC5-481-370.A(1) B & C		
	Department of Health's certification of x-ray machine is current and posted near the x-ray machine. <i>Expiration date is needed if out of compliance.</i>		
	18VAC60-21-30		
	Moderate Sedation Permit or AAOMS certificate is posted in plain view of patients <i>and</i> DEA registration is readily retrievable. <i>Request most recent AAOMS survey, and indicate it was requested.</i>		
	18VAC60-21-30		
	Deep Sedation/General Anesthesia Permit or AAOMS certificate is posted in plain view of patients <i>and</i> DEA registration is readily retrievable. <i>Please request most recent AAOMS survey, and indicate it was requested.</i>		

	Education	Result	Notes
	18VAC60-21-250.A(2)		
	Dentists must hold current certification in basic life support or basic cardiopulmonary resuscitation with hands-on airway training for healthcare providers. <i>(Current training in advanced resuscitation techniques with hands on simulated airway training for health care providers meets this requirement.)</i> Indicate the date of last training, if applicable.		
OR	18VAC60-21-290.E(1) and 18VAC60-21-300.C(3)		
	Dentists who administer moderate sedation, deep sedation or general anesthesia must hold current certification in advanced resuscitation techniques with hands-on simulated airway and megacode training for health care providers; the training for deep sedation and general anesthesia permit holders must include basic electrocardiographic interpretation. Please indicate the date of last training, if applicable.		
	18VAC60-25-190.A(1)		
	cardiopulmonary resuscitation for health care providers Please indicate the date of last training, if applicable.		
	18VAC60-30-150.D		
	Dental assistants II must hold current certification of completion of a hands-on course in basic cardiopulmonary resuscitation Please indicate the date of last training, if applicable.		
	18VAC60-21-250.A(3)		
	Dentists who administer moderate sedation, deep sedation or general anesthesia have completed at least four hours of continuing education directly related to such administration and monitoring within 2 years from the date of their initial permit and then 2 years from the date of their last CEs. Please indicate the date of last CEs, if applicable.		
	18VAC60-25-190.A(2)		
	Dental hygienists who monitor patients under moderate sedation, deep sedation or general anesthesia have completed at least four hours of continuing education directly related to such monitoring within the past 2 years. 2 years from the date of their last CEs. Please indicate the date of last CEs, if applicable.		
	18VAC60-21-260.H(2)		
	Written basic emergency procedures when any level of sedation or general anesthesia is administered.		
	Record of staff training to carry out emergency procedures when any level of sedation or general anesthesia is administered Just verify that staff were trained only and not the frequency.		
	18VAC60-21-260.I(1)		
	Unlicensed ancillary personnel, i.e. dental assistants, who assist in the administration and monitoring of moderate sedation or deep sedation and general anesthesia, must hold current certification in basic resuscitation techniques with hands-on airway training for health care providers or a clinically oriented course. Indicate date, if applicable.		

	Recordkeeping	Result	
	18VAC60-21-90 and 18VAC60-21-260.D		
	Obtain Patient Records for content and compliance review by the Board as follows:		
	For inspections addressing Complaint Investigations related to treatment or billing practices obtain the treatment records of all patients identified in the complaint. Obtain the billing records & any associated insurance EOBs if complaint is related to billing practices.		
	For inspections addressing Complaint Investigations related to unsafe/unsanitary conditions or practices obtain the source's patient record and <u>two (2)</u> additional patient records of patients who were recently treated. Review the patient schedule and randomly select the patients. Interview the source and these two (2) patients about their experience/observations.		
	For sedation and anesthesia Permit Holders obtain two (2) patient records of patients who were most recently treated under sedation or anesthesia. Review the patient schedule and randomly select the patients. <u>Inquire as to the level of sedation the licensee administered with each patient and notate in notes section. Obtain the complete patient treatment record for the sedation & the dental treatment performed.</u>		
	Inspect each record collected to determine if:		
	All handwritten and electronic documents and evidence are legible and complete. If not legible request a verbatim transcript of the tx records.		
	Both sides of 2 sided documents are included		
	X-rays, digital images and photographs are labeled with patient's name, date taken and content of the image including teeth numbers.		
	Itemized patient financial record and insurance billing records/correspondence are included		
	Laboratory work orders are included		
	Computerized prescriptions are included		
	Periodontal charting is included		
	CDs will open and content is accessible and legible		

Environmental Conditions			
	54.1-2706(5) and/or 54.1-2706(11), 18VAC60-21-60.A(1)		
	Reference the CDC guidelines for Infection control in Dental Health Care Settings		
	All sections of the facility appear neat and clean without any safety hazards.		
	Observed equipment with broken or missing parts; oil/grease on equipment; or dirty suction hoses, etc. If yes, describe and photograph.		
	Describe sterilization process to include equipment used. (should include heat and/or spore indicators)		
	Who processes spore indicators: Obtain names and positions held.		
	Verify that results are maintained.		
	What is office protocol when sterilization equipment indicates equipment is not working properly? You can ask this question, but please note that there is no requirement in regulations that the dentist have a protocol. The regulation only states "A dentist is responsible for conducting his practice in a manner that safeguards the safety, health, and welfare of his patients and the public by: Maintaining a safe and sanitary practice..."		
	Is protocol available to staff in print or electronic form? You can ask this question, but do not cite.		

	How are sterilized instruments maintained?		
	How are clinical surfaces disinfected? Frequency? Solutions used?		
	Are sharps containers available?		
	Verify that there is a current contract, bill or receipt to document services for disposing of sharps/biohazard waste.		
	Appropriate personal protective equipment including gloves, face protection, eye protection, and lead aprons are in stock.		
	Safe and accessible building exits in case of fire or other emergency observed.		

Drug Security, Inventory and Records		
54.1-2706(5), 54.1-2706(11) and/or 54.1-2706(15), 18VAC60-21-70.A(4)		
The dentist only maintains Schedule VI controlled drugs		
(If yes, answer first question below then skip to ANESTHESIA, SEDATION AND ANALGESIA)		
CFR 1301.75 (b)		
Schedule II-V controlled substances are stored in a securely locked, substantially constructed cabinet		
CFR 1304.04 (f)		
Inventories and records of Schedule II controlled substances are maintained separately from all other records and are readily retrievable.		
Inventories and records of Schedule III-V controlled substances are maintained either separately from all other records or in such a form that the information is readily retrievable.		
Records of Schedule II-V controlled substances are maintained in chronological order.		
54.1-3404.F		
Required records are maintained completely and accurately for two years from the date of the transaction.		
54.1-3404.C		
Records of receipt include the actual date of receipt, name and address of the person from whom received, and the name, strength and quantity of drugs received.		
54.1-3404.D		
Records of drugs sold, administered, dispensed or disposed of include the date of the transaction, name of patient, drug name, quantity of drug, and signature of person making the transaction. Note that initials are acceptable, as long as the initials can be verified and the initials are of a qualified person.		
54.1-3404. A & B		
Biennial inventory of Schedule II-V drugs available was taken on a date within two years of the previous biennial inventory.		
Biennial inventory is dated and indicates whether it was taken at the opening or close of business. Note Open or Close of Business		
54.1-3404.E		
Theft or unusual loss of Schedule II-V drugs is reported to the Board of Pharmacy and an inventory taken in the registrant is unable to determine the exact kind and quantity of drug loss.		

Anesthesia, Sedation and Analgesia		
Ask this question first: "What level(s) of anesthesia do you administer- local anesthesia only, minimal sedation, moderate sedation, deep sedation/GA?"		
Dentist only administers local anesthesia? However, if the dentist holds another type of sedation permit, then ask and notate when was the last time they administered the type of sedation they have a permit for and if they have administered that type of sedation since the last inspection, then obtain the records of that sedation.		
<i>If yes, stop here. The remaining sections do not apply.</i>		
Dentist only administers minimal sedation?		
<i>If yes, complete "Minimal Sedation" Sheet.</i>		
Dentist has a moderate sedation permit?		
<i>If yes, complete "Moderate Sedation" Sheet.</i>		
Dentist has a deep sedation and general anesthesia permit?		
<i>If yes, complete "Deep Sedation /General Anesthesia" Sheet</i>		
*Note below any descriptions provided on the administration practices followed and/or on the level of effect and condition of patients to help the Board assess the level of administration being administered.		

	Equipment Requirements for Anesthesia, Sedation, Analgesia	Result	
	A dentist who administers <u>MINIMAL SEDATION</u> (anxiolysis or inhalation analgesia) shall maintain the following operational equipment and be trained in its use.		
	18VAC60-21-280.D		
	Blood pressure Monitoring		
	Positive Pressure Oxygen		
	Mechanical (hand) respiratory bag		
	Suction apparatus		
	Pulse Oximeter		
	18VAC60.21.280.E		
	A dentist who administers MINIMAL SEDATION by only using nitrous oxide/oxygen assures that:		
	The person who administers the nitrous oxide/oxygen or another dental staff member is always present with the patient until discharged.		
	A dentist who administers MINIMAL SEDATION by <u>anxiolysis with or without nitrous oxide/oxygen uses:</u>		
	A treatment team which includes the dentist and a second person to assist, monitor, and observe the patient until discharged.		
Notes			

	Equipment Requirements for Anesthesia, Sedation, Analgesia	Result	
	18VAC60-21-291.B		
	A dentist who administers MODERATE SEDATION shall maintain the following operational equipment in sizes for adults or children as appropriate for the patient being treated.		
	Full face masks		
	Oral and nasopharyngeal airway management adjuncts		
	ET tubes with appropriate connectors or airway adjuncts such as a laryngeal mask airway		
	Laryngoscope with reserve batteries and bulbs and appropriately sized blades		
	Pulse Oximetry and BP monitoring equipment		
	Pharmacological antagonist agents unexpired		
	Source of delivery of oxygen under controlled positive pressure		
	Mechanical (hand) respiratory bag		
	Emergency drugs for resuscitation		
	EKG monitor when using parenteral or titration		
	Defibrillator		
	Suction apparatus		
	temperature measuring device		
	Throat Pack		
	Precordial or pretracheal stethoscope		
	End-Tidal CO2 monitor		
	18VAC60-21-291.C		
	A dentist who administers MODERATE SEDATION uses a:		
	Treatment team which includes the operating dentist and a second person to assist, monitor, and observe the patient.		
Notes			

Equipment Requirements for anesthesia, Sedation, analgesia	Result	
18VAC60-21-301.C		
A dentist who administers DEEP SEDATION/GENERAL ANESTHESIA shall maintain the following operational equipment in sizes for adults or children as appropriate for the patient being treated.		
Full face masks		
Oral and nasopharyngeal airway management adjuncts		
ET tubes with appropriate connectors or airway adjuncts such as a laryngeal mask airway		
Laryngoscope with reserve batteries and bulbs and appropriately sized blades		
Pulse Oximetry and BP monitoring equipment		
Pharmacological antagonist agents unexpired		
Source of delivery of oxygen under controlled positive pressure		
Mechanical (hand) respiratory bag		
Emergency drugs for resuscitation		
EKG monitoring equipment		
Defibrillator (manual or automatic)		
Suction apparatus		
Temperature measuring device		
Throat Pack		
Precordial or pretracheal stethoscope		
End-Tidal CO2 monitor		
18VAC60-21-301.D		
A dentist who administers DEEP SEDATION/GENERAL ANESTHESIA uses:		
A treatment team which includes the operating dentist, a second person to monitor and observe the patient, and a third person to assist the operating dentist.		
Notes		

Oral and Maxillofacial Surgeons	Results	
18VAC60-21-310		
Has current board Registration If AAOMS, ensure certificate is posted and also obtain most recent survey. Indicate that the survey was requested.		
18VAC60-21-320		
Has updated practitioner profile. (Attach profile)		
18VAC60-21-350		
Performs cosmetic procedures and is certified by the Board according to 54.1-2709		
Please check all certifications for cosmetic procedures this licensee holds		
Rhinoplasty and other treatment of the nose		
Blepharoplasty and other treatment of the eyelid		
Rhytidectomy and other treatment of facial skin wrinkles and sagging		
Submental liposuction and other procedures to remove fat		
Brow lift (either open or endoscopic technique) and other procedures to remove furrows and sagging skin on the upper eyelid or forehead		
Otoplasty and other procedures to change the appearance of the ear		
Laser resurfacing or dermabrasion and other procedures to remove facial skin irregularities		
Platysmal muscle plication and other procedures to correct the angle between the chin and neck		
Application of injectable medication or material for the purpose of treating extra-oral cosmetic conditions		
Notes		

Virginia Board of Dentistry

Permit Holder:

Facility#:

--	--	--	--