Induction to Practice

**Induction to the Practice**

Please complete each of these Assurances. Some of these you will be able to undertake with one of the practice team members, such as the Practice Manager or your Dental Nurse. It may be worthwhile having a notebook to keep a record of much of the new information you will gather whilst completing this section. You will need to have understood all of this information before you can treat a patient safely in the practice.

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| **Assurance Item** | **Induction provided by** | **Date** | **Any further learning needs** |
| Practice layout and facilities |  |  |  |
| Staff |  |  |  |
| Services and emergency shut off   * Water * Gas * Electricity * Compressor |  |  |  |
| Fire procedures |  |  |  |
| Opening/closing the practice |  |  |  |
| 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   * Policy * In surgery protocol * Decontamination protocol |  |  |  |
| Waste handling procedures |  |  |  |
| Basic software orientation |  |  |  |
| Log book |  |  |  |
| Confidentiality and data protection |  |  |  |
| Sharps injury policy and accident reporting |  |  |  |
| Emergency drugs and CPR procedure plus medical emergency simulation |  |  |  |
| Safeguarding children and vulnerable adults |  |  |  |
| GDC Standards |  |  |  |
| Complaints procedure |  |  |  |
| Consent and shared decision making |  |  |  |
| NICE guidance |  |  |  |
| CQC   * Policies and procedures * How it fits together * Foundation Skills coursework intro |  |  |  |
| 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 |  |  |  |