

THE SAFE SEDATION PRACTICE SCHEME



**A QUALITY ASSURANCE PROGRAMME
FOR IMPLEMENTING
NATIONAL STANDARDS
IN CONSCIOUS SEDATION
FOR DENTISTRY IN THE UK**

April 2015

It is the responsibility of dental professionals to ensure both quality and safety in conscious sedation for dentistry. This document is directed to the evaluation of the provision of safe conscious sedation for dentistry and to ensure compliance with contemporary standards and guidance.

The reference standards are those published by the General Dental Council (GDC) and current conscious sedation guidance for dentistry. Overall professional responsibility for safe, quality provision must be patient centred as highlighted by the Francis Report.

National guidance directs that safety is of prime importance in the provision of conscious sedation for dentistry. This document gives providers, commissioners and the Care Quality Commission (CQC) a programme for the evaluation of conscious sedation in dentistry, with the aim of improving patient care.

The Society for the Advancement of Anaesthesia in Dentistry (SAAD) has produced this consensus document, based on contemporaneous national guidance for conscious sedation in dentistry. SAAD expects this programme to be used wherever conscious sedation for dentistry is practised in the UK.

SAAD has defined principles for commissioning safe conscious sedation in dentistry in the document Guidance for Commissioning NHS England Dental Conscious Sedation Services. SAAD expects The Safe Sedation Practice Scheme to be used in conjunction with this document.

This document defines a fundamental standard for evaluation and should not be amended for local use.

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* Requires completion before the inspection

INTRODUCTION

Conscious sedation is defined as:

“A technique in which the use of a drug or drugs produces a state of depression of the central nervous system enabling treatment to be carried out, but during which verbal contact with the patient is maintained throughout the period of sedation. The drugs and techniques used to provide conscious sedation for dental treatment should carry a margin of safety wide enough to render loss of consciousness unlikely.”

The level of sedation must be such that the patient remains conscious and is able both to understand and respond to verbal commands either alone or accompanied by light tactile sensation.

Standards and guidance for conscious sedation in dental services have been produced. These documents are listed. Formal evaluation of conscious sedation in dental services is recommended as a result of that guidance.

This quality assurance programme has been produced by SAAD to support the evaluation of conscious sedation in dentistry whether the service is delivered within the NHS or under private contract. It applies to all places of administration of conscious sedation in dentistry. It applies to both medically and dentally qualified practitioners and to all grades of practitioner whatever their specialty.

A programme of evaluation may be initiated either by a practitioner requesting evaluation, by an NHS service commissioner or by a third party who is responsible for clinical management or by the CQC; (the applicant).

This quality assurance programme relies on evaluation by an individual trained and experienced in, and currently practising conscious sedation for dentistry. A evaluator specification is included in this document.

THIS QUALITY ASSURANCE PROGRAMME AIMS TO PROMOTE A CONSISTENT APPROACH TO THE EVALUATION PROCESS THAT IS REASONABLE, FAIR, STANDARDISED AND TRANSPARENT.

REFERENCE DOCUMENTS

The contemporary standards and guidance documents which should be used for the evaluation of conscious sedation in dentistry are :

1. Safe Sedation Practice for Healthcare Procedures: Standards and Guidance. Academy of Medical Royal Colleges 2013.
2. Conscious Sedation in the Provision of Dental Care Standards and Guidance. Report of the Inter-collegiate Advisory Committee for Conscious Sedation in Dentistry. The Dental Faculties of The Royal Colleges of Surgeons and The Royal College of Anaesthetists. April 2015.
3. Guidance for Commissioning NHS England Dental Conscious Services. A Framework Tool. SAAD May 2013.
4. NICE: Sedation in Children and Young People 2010.
5. Quality Standards for Cardiopulmonary Resuscitation Practice and Training Primary Dental Care. UK Resuscitation Council November 2013.
6. Standards for the Dental Team: September 2013. General Dental Council.

These references are underpinned by:

The Mid Staffordshire NHS Foundation Trust Public Inquiry, Chaired by Robert Francis QC, February 2013 HC947.

Care should be taken to avoid the use of historical standards and guidance that have been superseded by the documents listed above.

**BY COMBINING THESE GUIDANCE DOCUMENTS
PRACTITIONERS ARE REQUIRED TO TAKE
APPROPRIATE STEPS TO PROVIDE A MINIMUM
STANDARD FOR SAFE AND EFFECTIVE PATIENT
CARE WHATEVER THE CLINICAL SETTING.**

THE EVALUATION PROCESS

It is essential that, at the outset of the evaluation, the applicant is made aware of the process. In summary this process will evaluate the following domains:

1. Premises
2. Personnel
3. Policies and care pathways
4. Patient information and consent
5. Patient assessment
6. Sedation delivery and equipment
7. Recovery and discharge
8. Patient record keeping
9. Clinical activity, governance and audit
10. Patient satisfaction

There needs to be a transparent trail of written correspondence and written acceptance of the evaluation process. This must include the applicant's responsibilities and a record of how the process will be enacted before the process starts. The applicant should understand that the evaluation process aims to help achieve the contemporary standard and that this process is not a critical paternalistic examination. However it must also be understood that in the event of poor performance there will be a clear process to follow.

The cost of the evaluation should be agreed in writing, including who will be responsible and the terms for payment.

The standards and guidance documents references along with the checklists should be sent to the applicant prior to the evaluation visit. The applicant should be requested to fully complete the checklist appropriate for their individual evaluation returning it to the evaluator prior to the evaluation visit.

The evaluation programme requires the presentation of four live clinical cases of **each** technique to be evaluated. The techniques presented will be the only techniques evaluated by this scheme. The evaluation visit should be designed for minimal disruption of normal working practice. It is the responsibility of the applicant to obtain the valid consent of patients to be observed prior to the evaluation visit. In addition to the observation of the clinical cases, the evaluator will randomly select and review a minimum of five patient records. Providers can expect additional records to be reviewed at the evaluator's discretion.

There should be a discussion immediately following the evaluation visit to debrief the applicant and explain the next stages of the evaluation process.

On completion of the evaluation the evaluator will take one of the following three courses of action:

1. Issue a written statement confirming that a satisfactory evaluation has taken place specifying the date, venue, team and technique.

OR

2. For minor non-conformities ask the applicant to rectify the specified non-conformities and to confirm in writing that this has been done before a written statement will be issued confirming that a satisfactory evaluation has taken place.

OR

3. Inform the applicant of any major non-conformities which require correction before the applicant can be re-inspected.

In the event that original or new major non-conformities are still evident at a second inspection, the applicant will be provided with a detailed report of this together with a request for immediate action to be taken by the service provider.

Where an evaluation has been requested by a third party applicant a copy of the report will be provided to that applicant.

If a major non-conformity is reported that, in the opinion of the evaluator, is a direct risk to patient safety, the applicant will be informed in writing within 24 hours. Within this written notice will be a recommendation that the provider will cease all conscious sedation techniques immediately. In this circumstance, it is expected that the applicant will fully comply with this request until a further inspection has confirmed that the identified non-conformities have been fully rectified. Failure to comply with this will lead to a formal report to the appropriate healthcare regulator.

Again if the assessment has been requisitioned by a third party then that third party will also receive a copy of the evaluator's report.

The cost of re-inspection will be the same as the original assessment.

There may be circumstances, which are non negotiable and at the absolute discretion of the evaluator on the day, where observation of fewer than four clinical cases may be acceptable.

The certificate will be issued in the name of the sedationist observed. Where a number of providers undertake conscious sedation in the same premises and where evaluation has been carried out for only some of the providers, and where there is a standard protocol adopted in those premises, certification of the premises may be made at the discretion of the evaluator. In such cases, it will be made clear that the certification is not an endorsement of the premises nor a statement of competence of the providers generally, but rather a recognition that on the day of evaluation the standard was reached.

SAAD will only certificate evaluations undertaken by SAAD Board approved evaluators.

APPEALS PROCESS FOR EVALUATIONS CARRIED OUT BY SAAD

Any person involved in the inspection visit may contest the inspection findings or the evaluation outcome. There may only be a single appeal in relation to an inspection visit and the evaluator must be notified in writing. Appeal requests must provide detailed reasons and supporting evidence. This must be received and acknowledged by the evaluator within 21 days of the inspection visit. Appeals received after 21 days will not be considered. Appeals will only be considered in relation to the inspection process or accuracy of the report.

The appeal must be accompanied by a cheque for £500 payable to "SAAD". The appeal will be considered on clearance of the cheque. This payment will be refunded if the appeal is allowed.

An appeal will be evaluated by an appeal panel consisting of two members of the SAAD Board, or persons appointed by the SAAD Board, not involved in the original evaluation, and will be based on the evaluation documentation together with the inspection report. In the event that the appeal is upheld, the evaluator will revise the inspection report and evaluation outcome as directed by the appeal panel. In the event that the appeal is not upheld the appellant and initiator of the evaluation will be notified with a summary of reasons for this.

The decision of the appeal panel will be final for this evaluation process and no further discussion or correspondence will follow. The appeal process will be completed within eight weeks of the date of receipt of the written appeal.

Failure by the appellant to abide by the above appeal process in full will lead to any appeal being not allowed

Where evaluations are undertaken by an organisation other than SAAD there is no right of appeal to SAAD.

INSPECTION CHECKLIST

This checklist is derived from the contemporaneous standards and guidance references which are cited in this document and the checklist is designed to evaluate conscious sedation services for dentistry. It is not a pre-requisite that all services require a “Yes” answer to all fields. Some fields are mandatory, whereas other may not be applicable to the techniques evaluated. If the applicant has any doubts, the evaluator should be contacted prior to the inspection visit.

Date:

Applicant's name:

Name of Sedation Service Manager:

Clinic address

Telephone Numbers

- Applicant:
- Sedation Service Manager:

Sedation techniques to be evaluated (please tick all that apply):

Sedation Technique	Standard / Basic	Advanced
Over 16 years		
Age 12 – 16 years		
Under 12 years		

DOMAIN	STANDARD MET YES/NO/NOT APPLICABLE	ACTION REQUIRED	NOTES
PERSONNEL (Evidenced by sedation staff training and experience record)			
Is the sedation service dentist led?			
Does the dental lead have the appropriate training and experience?			
Healthcare professionals within the sedation team are registered with the appropriate regulator			
Healthcare professionals have appropriate indemnity cover			
Operator/sedationist			
Separate sedationist			
Clinician carrying out pre-sedation assessment has the appropriate sedation training and experience			
Dentist providing operative treatment has the necessary knowledge to provide dental care under conscious sedation			
Sedationist has the appropriate training and experience in conscious sedation for dentistry			
Dental Nurse (2 nd appropriate person) has the appropriate training and experience in conscious sedation for dentistry			

DOMAIN	STANDARD MET YES/NO/NOT APPLICABLE	ACTION REQUIRED	NOTES
Registered healthcare professional assisting with recovery has the appropriate training and experience			
Record of staff induction programme for sedation and sedation-related complications			
PREMISES			
Clinically fit for purpose and fulfil legislative and regulatory requirements (lighting, heating, ventilation, safe access)			
Waiting room, surgery and recovery room of adequate size for management of emergencies			
Adequate access for emergency services			
Separate area for patient recovery and waiting room			
Patient exit following sedation not through waiting area			
Privacy assured in surgery			
Individual privacy assured in recovery area			
Patient confidentiality and privacy maintained throughout the patient journey			
POLICIES AND CARE PATHWAYS			
Does the service have and adhere to a contemporary written sedation policy			

DOMAIN	STANDARD MET YES/NO/NOT APPLICABLE	ACTION REQUIRED	NOTES
Does the service have and adhere to a current standard operating procedure			
Patients referred using agreed referral criteria			
Inappropriate referrals returned to the referrer with an explanation and feedback			
Is there adequate and easily accessible information available for referring practitioners			
Policy for critical incident reporting			
PATIENT INFORMATION AND CONSENT (All documentation for patients must be content, age and capacity appropriate)			
Information relating to the healthcare team providing sedation services is readily available			
Patient information about the range of anxiety management care options			
Written treatment plan and consent for treatment and sedation			
Patient information regarding the sedation technique to be used			
Written pre- and post-sedation instructions			
Written information for patient escorts			

DOMAIN	STANDARD MET YES/NO/NOT APPLICABLE	ACTION REQUIRED	NOTES
PATIENT ASSESSMENT (Evidenced by patient records)			
Carried out at separate appointment			
If not carried out at a separate appointment justification recorded			
Standardised assessment template followed (including medical, dental and social histories)			
ASA classification documented			
Assessment of patient's physical status including airway			
Previous sedation / GA exposure documented			
Alternative anxiety management approaches discussed			
Assessment of patient's anxiety			
Justification for sedation provision and choice of technique established and documented			
Assessment of capacity and best interest forms completed, where appropriate			
Written record of consent process			
Confirmation that verbal and written pre and post- operative sedation instructions have been given and understood			

DOMAIN	STANDARD MET YES/NO/NOT APPLICABLE	ACTION REQUIRED	NOTES
Patients given choice of an accompanying person to be present during procedure, where appropriate			
Pre-operative clinical monitoring measured and recorded			
Pre-operative electro-mechanical monitoring measured and recorded			
SEDATION DELIVERY AND EQUIPMENT (Evidenced by patient records and observation)			
Chair / trolley rated to the patient's weight, that can be rapidly moved to a head down tilt position during treatment			
Persons present at sedation appointment (staff and escort) documented			
Pre-sedation equipment, drugs and consumables checks			
Patient identification confirmed			
Medical history updated			
Confirmation of treatment intended			
Written consent checked			
Appropriate radiographs available			
Confirmation of compliance with pre-operative instructions			

DOMAIN	STANDARD MET YES/NO/NOT APPLICABLE	ACTION REQUIRED	NOTES
Each patient attended by at least 2 team members (sedationist and at least one other appropriately trained person)			
Is a dedicated sedationist used?			
Baseline blood pressure reading taken			
Baseline SaO ₂ and pulse taken			
Is topical anaesthetic available for IV access?			
Cannula used to secure IV access			
Is the administration of sedative agents consistent with contemporaneous guidance for dental sedation?			
Did the technique conform with the definition of conscious sedation			
Did the patient appear adequately sedated			
Did the patient appear comfortable and co-operative			
Was the patient emotionally well supported with good behavioural management techniques			
Drugs stored and disposed of correctly			

DOMAIN	STANDARD MET YES/NO/NOT APPLICABLE	ACTION REQUIRED	NOTES
Continuous pulse oximeter (with an audible alarm) used prior to and during treatment under sedation			
NIBP used during sedation where appropriate			
Selection of BP cuff sizes			
Equipment serviced regularly and in line with manufacturers' recommendations			
ECG			
Capnography			
Active scavenging and ventilation appropriate to COSHH recommendations and Health and Safety Executive Regulations (2002)			
Inhalation sedation machine unable to deliver < 30% oxygen			
Is a volatile agent used			
Cylinder in use and full cylinder back up on inhalation sedation machine			
Full and in use cylinder markers used			
Central gas supply storage safety compliant			

DOMAIN	STANDARD MET YES/NO/NOT APPLICABLE	ACTION REQUIRED	NOTES
Central gas supply regulators in date and serviced			
Adequate central gas supply and cylinder empty alarms or automated switchover			
Evidence of staff training for cylinder safety and changing			
Appropriate gas storage in line with current guidelines			
Are mucosal atomisation devices used			
Is a patient controlled infusion pump used			
Is a target controlled infusion pump used			
Is a non-target controlled infusion pump used			
Functioning blood glucose meter and in date testing strips			
Emergency oxygen supply available			
Emergency suction available			
Bag / Mask System for positive pressure ventilation (Adult and/or paediatric as appropriate) with reservoir and tubing			
Variety of sizes of full face masks			

DOMAIN	STANDARD MET YES/NO/NOT APPLICABLE	ACTION REQUIRED	NOTES
Yankauer suckers available			
Oro-pharyngeal airways available			
Emergency equipment readily available			
AED charged and batteries in date			
Defibrillator pads in date and age appropriate			
Emergency drugs compliant with BNF guidance			
Emergency equipment and drugs checked regularly and checks recorded			
RECOVERY AND DISCHARGE (Evidenced by patient records and observation)			
Chair / trolley rated to patient's weight, that can be rapidly moved to a head down tilt position			
Adequate staff / patient ratio			
Post-operative BP and SaO ₂ taken			
Discharge criteria followed			
Discharge by an appropriately trained health care professional to an appropriate escort			

DOMAIN	STANDARD MET YES/NO/NOT APPLICABLE	ACTION REQUIRED	NOTES
Appropriate individual verbal & written post-operative instructions given to patient and escort			
Emergency contact number given			
Patient management summary letter to referring practitioner			
PATIENT RECORD KEEPING			
Full and contemporaneous record of assessment			
Full and contemporaneous record of treatment			
Full and contemporaneous record of recovery and discharge			
CLINICAL ACTIVITY, GOVERNANCE AND AUDIT			
Evidence of Immediate Life Support training or equivalent for all healthcare professionals in the sedation team			
Evidence of Paediatric Immediate Life Support training or equivalent for all healthcare professionals in the sedation team			
Evidence of appropriate training and experience for sedation techniques used for all healthcare professionals in the sedation team			
Evidence of appropriate CPD for all healthcare professionals in the sedation team			

DOMAIN	STANDARD MET	ACTION REQUIRED	NOTES
	YES/NO/NOT APPLICABLE		
Evidence of audit in conscious sedation for dentistry			
Evidence of peer review in conscious sedation for dentistry			
Patient referral form (inbound)			
Age appropriate patient information for techniques used			
Patient consent form for each technique assessed			
Patient pre and post sedation Instructions for each technique assessed			
Pre sedation assessment			
Intra operative conscious sedation record			
Discharge record			
PATIENT SATISFACTION			
Evidence of patient experience			
Evidence of patient feedback			
Evidence of complaints procedure			

EVALUATOR COMMENTS:

EVALUATOR PERSON SPECIFICATION

DOMAINS	ESSENTIAL REQUIREMENTS
Registration	General Dental Council / General Medical Council
Qualifications	<p>1. BDS/MB BS or equivalent *</p> <p>PLUS</p> <p>2. Diploma / MSc in the relevant Conscious Sedation techniques awarded by recognised institution OR equivalent seniority and recognised expertise</p>
Training and Experience	<p>Evidence of appropriate theoretical and practical training with annual refresher training.</p> <p>Continuing clinical activity to include a minimum of 100 administrations per year of standard or advanced conscious sedation techniques</p> <p>Additional experience including the acceptance of patients referred by other colleagues and/or participation in teaching courses and in research</p>
Practice Visit	Willingness to comply with documentation and checklist
Continuing Professional Development	<p>Compliance with GDC/GMC [General Medical Council / General Dental Council] requirements</p> <p>Additional relevant CPD</p>
Knowledge	<p>Knowledge of a wide range of conscious sedation techniques</p> <p>Knowledge of latest developments and research in the field of conscious sedation</p>
Mobility	Ability and willingness to travel to referral centre and to attend relevant administrative meetings
Peer Review and Audit	Evidence of having undergone regular peer review including participation in clinical audit relative to conscious sedation

* BDS: Bachelor of Dental Surgery MB BS: Bachelor of Medicine and Surgery [basic qualifications for dentistry and medicine]

STAFF TRAINING AND EXPERIENCE RECORDS

ADMINISTRATIVE STAFF INVOLVED IN PROVISION OF CONSCIOUS SEDATION FOR DENTAL PROCEDURES

Name		
Dental Clinic		
Job title <i>e.g. Receptionist, Administrative assistant, Practice manager</i>		
GDC registration number if applicable		
Qualification/s relevant to dental treatment with sedation. Please include qualification dates. <i>Include any in-house training and attach any relevant certificates</i>		Date (MM/YYYY)
Do you ever assist in treating patients under sedation or with their recovery?	YES / NO (delete as appropriate)	
Emergency training PLEASE ATTACH MOST RECENT CERTIFICATE TO THIS DOCUMENT	Basic Life Support / Immediate Life Support (delete as appropriate)	Date of last certification (MM/YYYY)

This form should be checked and signed by the person that it relates to in order to ensure accurate information is provided.

Signed:

Date:

Print name:

NURSES INVOLVED IN PROVISION OF CONSCIOUS SEDATION FOR DENTAL PROCEDURE

Name			
Dental Clinic			
Job title e.g. Dental Nurse Registered Nurse Other (please state)			
Healthcare Regulator registration number (eg GDC)			
Evidence of Indemnity			
Dental Nursing / Nursing Qualification/s with date			Date (MM/YYYY)
Sedation Nursing Qualification/s with dates <i>Please include any in-house training and attach certificates</i>		Course Length (hours / days)	Date (MM/YYYY)
How many years have you been involved in conscious dental sedation			
Experience: Sedation patients OVER 16 YEARS OLD you have assisted with/recovered over the last year, for the techniques specified	Sedation technique	Approx. % of total sedation patients	Approx. Number
	Oral sedation only		
	Oral sedation in conjunction with other sedative routes		
	Inhalation sedation with Nitrous Oxide only		
	Inhalation sedation with other agents only		
	Inhalation sedation in conjunction with intravenous sedatives		
	Transmucosal sedation with intravenous sedation		
	Intravenous sedation with Midazolam only		
	Intravenous sedation with other intravenous sedatives		
	Other (please state)		

Sedation patients 12-16 YEARS OLD <u>you</u> have assisted with/recovered over the last year, for the techniques specified	Sedation technique	Approx. % of total sedation patients	Approx. Number
	Oral sedation only		
	Oral sedation in conjunction with other sedative routes		
	Inhalation sedation with Nitrous Oxide only		
	Inhalation sedation with other agents only		
	Inhalation sedation in conjunction with intravenous sedatives		
	Transmucosal sedation with intravenous sedation		
	Intravenous sedation with Midazolam only		
	Intravenous sedation with other intravenous sedatives		
	Other (please state)		
Sedation patients UNDER 12 YEARS OLD <u>you</u> have assisted with/recovered over the last year, for the techniques specified	Sedation technique	Approx. % of total sedation patients	Approx. Number
	Oral sedation only		
	Oral sedation in conjunction with other sedative routes		
	Inhalation sedation with Nitrous Oxide only		
	Inhalation sedation with other agents only		
	Inhalation sedation in conjunction with intravenous sedatives		
	Transmucosal sedation with intravenous sedation		
	Intravenous sedation with Midazolam only		
	Intravenous sedation with other intravenous sedatives		
	Other (please state)		

Approximate percentage of time you spend on each duty per month	Duty	Approximate %
	Dental surgery assisting for sedation patients	
	Dental surgery assisting for non-sedation patients	
	Recovery nursing	
	Reception	
	Other (please specify)	
Emergency training PLEASE ATTACH MOST RECENT CERTIFICATE TO THIS DOCUMENT	Immediate Life Support / Paediatric Immediate Life Support (delete as appropriate)	Date of last certification (MM/YYYY)

This form should be checked and signed by the person that it relates to in order to ensure accurate information is provided.

Signed:

Date:

Print name:

SEDATIONISTS and OPERATORS INVOLVED IN PROVISION OF CONSCIOUS SEDATION FOR DENTAL PROCEDURES

Please complete a new form appropriate **for each member of staff** associated with the provision of conscious sedation for dentistry. This should include all members of the team (doctor, dentist, dental nurses, practice manager, receptionists).

Name		
Dental Clinic		
Job title <i>circle as appropriate</i>	Dental clinician – not providing sedation Dental sedationist and dental clinician (operator / sedationist) Anaesthetist Other (please state)	
GDC / GMC registration number		
Evidence of Indemnity		
Dental Qualification/s with dates		Date (MM/YYYY)
Sedation Qualification/s with dates		Date (MM/YYYY)
Number of years that you have been providing conscious sedation for dentistry		

Experience: Sedation patients OVER 16 YEARS OLD you have treated with the following conscious sedation techniques in the last year	Sedation technique	Approx. % of total sedation patients	Approx. Number
	Oral sedation only		
	Oral sedation in conjunction with other sedative routes		
	Inhalation sedation with Nitrous Oxide only		
	Inhalation sedation with other agents only		
	Inhalation sedation in conjunction with intravenous sedatives		
	Transmucosal sedation with intravenous sedation		
	Intravenous sedation with Midazolam only		
	Intravenous sedation with other intravenous sedatives		
	Other (please state)		
Sedation patients 12-16 YEARS OLD you have treated with the following conscious sedation techniques in the last year	Sedation technique	Approx. % of total sedation patients	Approx. Number
	Oral sedation only		
	Oral sedation in conjunction with other sedative routes		
	Inhalation sedation with Nitrous Oxide only		
	Inhalation sedation with other agents only		
	Inhalation sedation in conjunction with intravenous sedatives		
	Transmucosal sedation with intravenous sedation		
	Intravenous sedation with Midazolam only		
	Intravenous sedation with other intravenous sedatives		
	Other (please state)		

Sedation patients UNDER 12 YEARS OLD you have treated with the following conscious sedation techniques in the last year	Sedation technique	Approx. % of total sedation patients	Approx. Number
	Oral sedation only		
	Oral sedation in conjunction with other sedative routes		
	Inhalation sedation with Nitrous Oxide only		
	Inhalation sedation with other agents only		
	Inhalation sedation in conjunction with intravenous sedatives		
	Transmucosal sedation with intravenous sedation		
	Intravenous sedation with Midazolam only		
	Intravenous sedation with other intravenous sedatives		
	Other (please state)		
Details of relevant dental sedation CPD over last year			
Emergency training PLEASE ATTACH MOST RECENT CERTIFICATE TO THIS DOCUMENT	Immediate Life Support / Paediatric Immediate Life Support / Advanced Life Support / Paediatric Advanced Life Support <i>(delete as appropriate)</i>	Date of last certification (MM/YYYY)	

This form should be checked and signed by the person that it relates to in order to ensure accurate information is provided.

Signed:

Date:

Print name:

DOCUMENTS FOR THE EVALUATION

1. The contemporary standards and guidance documents to be used for the evaluation of dental conscious sedation services are:

1. Safe Sedation Practice for Healthcare Procedures: Standards and Guidance. AoMRC London 2013.
http://www.aomrc.org.uk/doc_download/9737-safe-sedation-practice-for-healthcare-procedures-standards-and-guidance
2. Conscious Sedation in the Provision of Dental Care Standards and Guidance. Report of the Inter-collegiate Advisory Committee for Conscious Sedation in Dentistry. The Dental Faculties of The Royal Colleges of Surgeons and The Royal College of Anaesthetists. April 2015.
3. Guidance for Commissioning NHS England Dental Conscious Services. A Framework Tool. SAAD May 2013. <http://www.saad.org.uk/documents/>
4. Sedation in children and young people: National Institute for Clinical Excellence 2010 <http://guidance.nice.org.uk/CG112>
5. Quality standards for cardiopulmonary resuscitation practice and training for primary dental care. UK Resuscitation Council November 2013.
http://resus.org.uk/pages/QSCPR_Main.htm
6. Standards For The Dental Team; General Dental Council September 2013.
<http://www.gdc-uk.org/Dentalprofessionals/Standards/Documents/Standards for the Dental Team.pdf>

2. The documents you must complete and return to the evaluator before the inspection visit are:

1. Staff Training & Experience Record:
Please copy as required and complete a form for **each** member of the sedation team
(Dentist / Sedationist / Nurses / Other Staff).
Following completion please return all the forms to the evaluator.

3. Please review and familiarise yourself with the following document prior to the assessment visit:

1. Inspection checklist

4. The evaluator will also expect the following documentation to be available for review at the inspection visit:

- Evidence of registration with appropriate regulator for all healthcare professionals
- Evidence of indemnity cover for all healthcare professionals
- Sedation policy document
- Record of staff induction programme with specific reference to dental sedation and sedation-related complications
- Evidence of training and qualifications for all clinical members of the sedation team
- Evidence of continued commitment of the sedation team to CPD in dental sedation
- Evidence of up to date ILS/PILS training (as appropriate) for all sedation team members
- Record of equipment servicing and logs including all emergency equipment
- Recent clinical audits and incident reporting
- Copy of referral forms and referral criteria (where applicable)
- Copy of all dental sedation documentation (see checklist)
- Evidence of complaints policy and patient feedback

The evaluator may request copies of some of the above documentation to be provided at the inspection visit

EXEMPLAR TEMPLATE 1

INTRODUCTORY LETTER

Evaluator Address for Correspondence

Practice Address

Date

Dear

RE: SAFE PRACTICE SCHEME CONSCIOUS SEDATION EVALUATION

I am writing following ***your request / the request of a named third party*** for a Safe Practice Scheme Conscious Sedation Evaluation of your dental conscious sedation service.

The proposed evaluation is designed to help achieve the contemporary standard required for conscious sedation in dentistry to assure the quality of patient sedation and safeguard patient safety. This evaluation is a quality assurance programme based on national standards and guidelines, delivering a consistent national approach to the evaluation process and providing an evaluation that is fair, standardised and open.

The complete Safe Practice Scheme Conscious Sedation Evaluation is enclosed with this letter for reference. It can also be accessed via the SAAD website. The document cites a number of references, sample staff training and experience record forms for each member of staff (administrative staff, nurses, sedationists and operating dentists) and an evaluator's checklist.

The cost of the evaluation programme is **£xxxx**. This amount should be submitted with the staff training and experience record forms and additional documents listed below. Please make the cheque payable to **XXXXXXXX / The cost of your evaluation has been met by XXXX (e.g. ABC Corporate Dentistry Ltd)**. In the event of a second evaluation being necessary the cost will be the same amount. Payment must be made before an agreed visit date is arranged.

Once the requested documents are received, a mutually suitable date will be scheduled for the evaluation. Your evaluator will be a practitioner who meets the required specification for the evaluation of your service. The process for the evaluation of your conscious sedation service is detailed in the Evaluation Algorithm.

The evaluator's role is to help you achieve the required standard and he /she works independently of any practitioner or of any third party. Should you have any further queries about the evaluation please ask your evaluator.

Yours sincerely

EXEMPLAR TEMPLATE 2

LETTER OF CONFIRMATION

Evaluator Address for Correspondence

Practice Address

Date

Dear

RE: SAFE PRACTICE SCHEME CONSCIOUS SEDATION EVALUATION

Following recent correspondence, I would like to confirm that I will be undertaking your evaluation on **Day / Date / Month / Year** at approximately **0000hrs**.

This evaluation is not intended to disrupt your clinical day but I will need to have access to all areas of your practice at some stage during my visit. The timescale for evaluation completion is variable but I would expect to leave you by about **0000hrs**. To help this evaluation go as smoothly and efficiently as possible please complete and forward the documents detailed at page 29 of the evaluation document at your earliest convenience.

Should you wish to cancel or rearrange the evaluation, please inform me in writing at least 7 calendar days prior to the evaluation date. Cancellation or postponement with less than 7 calendar days' notice will incur payment of the full assessment fee.

If you have any questions prior to the evaluation please do not hesitate to contact me **preferred contact details**.

Yours sincerely

EXEMPLAR TEMPLATE 3

POST-EVALUATION LETTER

Evaluator Address for Correspondence

Practice Address

Date

Dear

RE: SAFE PRACTICE SCHEME CONSCIOUS SEDATION EVALUATION

Many thanks for your participation in the Safe Practice Scheme Conscious Sedation Evaluation on **Day / Month/ Year**. I would like to thank you and your team for the politeness and hospitality you extended to me.

You presented **four cases of “abc conscious sedation technique”**.

The Inspection Checklist was completed and we had discussions during and after the cases. It was agreed that there were a number of minor non-conformities which need addressing. It will be necessary for you to confirm in writing that these have been corrected before a certificate of satisfactory evaluation can be issued. These are enclosed as a separate document. Please confirm each item has been addressed and sign and date the form accordingly to evidence this.

Once this has been completed and returned to me, the SAAD evaluation certification can be issued. This is an evaluation of the techniques demonstrated on the day and is personal to the sedationist observed. It is therefore not an endorsement of your practice but a system of peer review evaluation.

I look forward to receiving your completed documentation.

Yours sincerely

EXEMPLAR TEMPLATE 4

MINOR NON-CONFORMITIES NOTIFICATION

SAFE PRACTICE SCHEME CONSCIOUS SEDATION EVALUATION

Date of Evaluation: **Day / Month/ Year**

Please attend to the items listed below. Once completed please sign, date and return the checklist to your evaluator.

Non-conformities requiring attention

Item	Date	Signed
All conscious sedation techniques to be carried out in a downstairs surgery. Access to the upstairs surgery is via steep, winding and narrow stairs which would create difficulties for the emergency services and the sedation patient.		
Replace the perished bag valve mask with a single use latex free system		
Revisit pre and post operative sedation instructions. Divide these logically into before and after instructions. Use of SAAD leaflets is recommended.		
Replace ILS flow charts in all surgeries with the current algorithm.		

I confirm I have the authority to certify that the above minor non conformities have been fully addressed to meet the evaluation standard

Document completed by:

Print Name:

Job Title:

Date:

EXEMPLAR TEMPLATE 5

SUCCESSFUL COMPLETION

Evaluator Address for Correspondence

Practice Address

Date

Dear

RE: SAFE PRACTICE SCHEME CONSCIOUS SEDATION EVALUATION

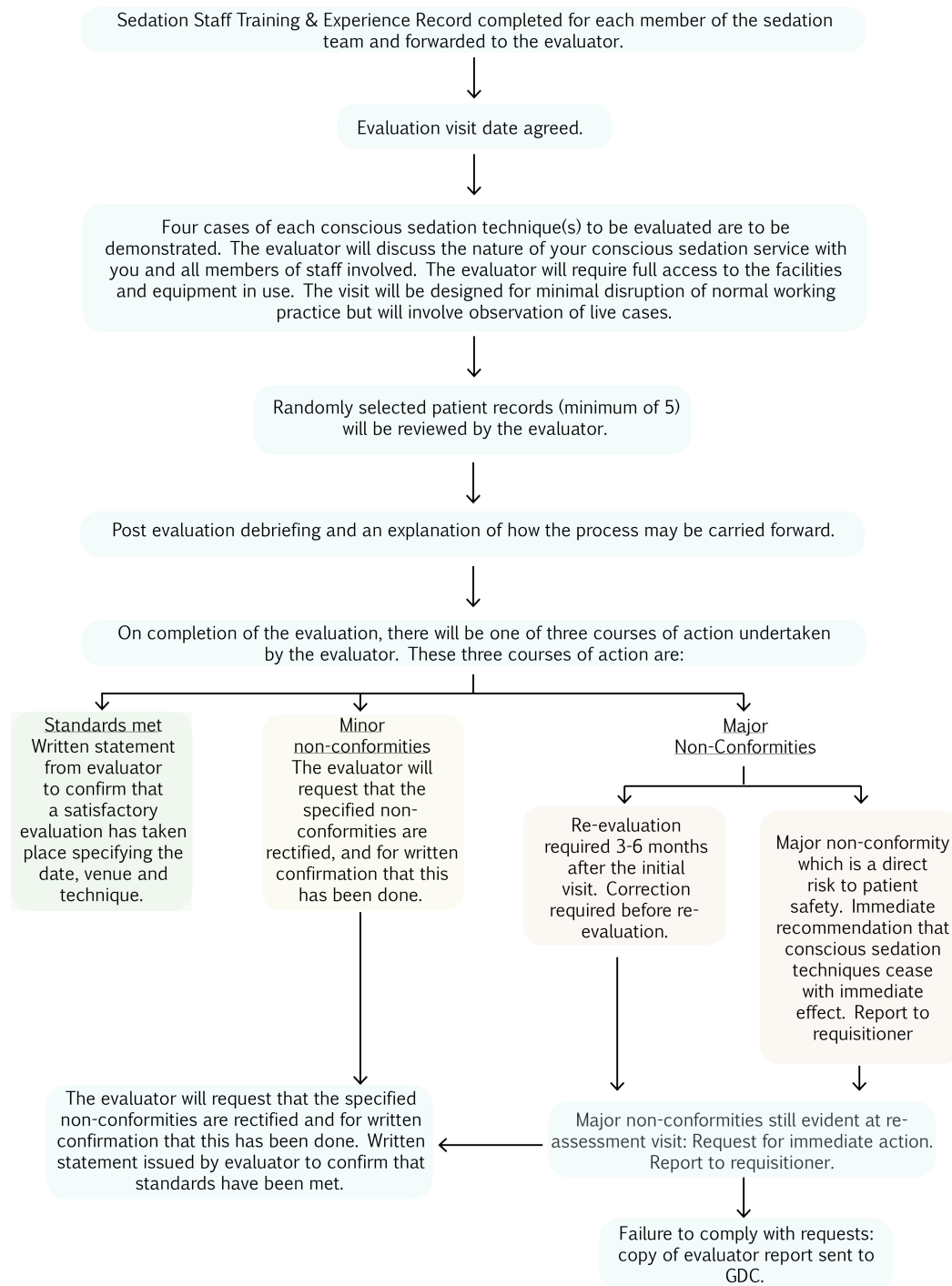
Following your Safe Practice Scheme Conscious Sedation Evaluation on **Day / Date / Month / Year**. I am pleased to inform you that you have met the standard required. A certificate of completion of the evaluation process can be obtained from SAAD.

This was an evaluation of the techniques demonstrated on the day and is personal to the sedationist(s) observed. It is therefore not an endorsement of your practice but a system of peer review evaluation. I hope you feel that the evaluation was a valuable process in quality assurance for patient care in conscious sedation for dentistry.

Thank you for participating in this programme.

Yours sincerely

EVALUATION ALGORITHM



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Approved by The Board of Trustees on 7st February 2015

This document will be reviewed on or before **1st March 2020**

An electronic version of this document is available at:
www.saad.org.uk/documents



Society for the Advancement of Anaesthesia in Dentistry

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