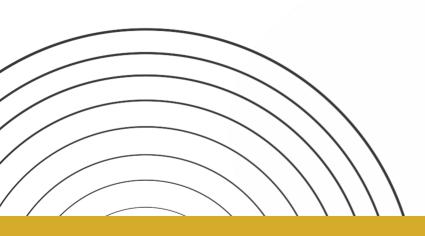




# Compliance Services for Dental Practices

- Regulatory Compliance Support
- Procedure Development
- Audits
- Certification Support
- Ongoing Support & Advisory



Regulation Updates		<b>√</b> i
Stay informed with direct updates and summaries when legislations or CQC guidance changes.		
Personalised Check Lists	_	
Practice-specific compliance checklists covering infection control, cleaning, mandatory logs, and other key operational areas.		$\subseteq$
Compliance Documents and Procedures		
Access to CQC-aligned templates, checklists and procedural documents for ongoing compliance.	$\checkmark$	$\subseteq$
Yearly Compliance Audit	<b>C</b> .	
A full annual review of your team and documentation, followed by a detailed written report and improvement plan.	$\subseteq$	$\subseteq$
Fit Person Interview Support Documents	<b>√</b> i	
Guidance pack and interview Q&A designed to prepare you for your CQC Fit Person interview and enable you to perform the interview with confidence.	V	
Preparation Support for CQC Inspection	<b>√</b> i	
Pre-inspection readiness review, including documentation checks, team preparation, and mock Q&A session.		
Quarterly Management Training	<b>√</b> i	
Includes quarterly reviews with management to check policies and procedures are being adhered to. Ensuring any support required to remain compliant is in place.	<b>\</b>	

Unlimited access via our Email Helpline & all documentation needed from our expert who has detailed knowledge of your dental practice and your requirements in relation to:



- Full compliance audits
- Risk assessments
- Evaluation of sterilisation areas and infection Prevention protocols
- Audit sterilization logs, spore testing, and maintenance documentation
- Service Maintenance & Equipment checklists
- Health & safety / COSHH/ RIDDOR
- All practice logs/checklists
- · Staff personal files monitoring system
- · Guidance on documents needed to be displayed
- · Guidance on safety signs
- Good Governance Regulation 17
- Staffing Regulation 18
- Safe Care & Treatment Regulation 12
  Premises & Equipment Regulation 15
- Fit & Proper Persons Employed Regulation 19
- Dignity & Respect Regulation 10
- Support with DSP toolkit (NHS)
- Support with monthly practice meetings and what compliance to discuss

#### **Discount on Compliance Support Services**

Getting the process wrong for any of these can result in not meeting regulatory standards, not being compliant and possibly a claim in the Employment Tribunal – don't get caught out – take our advice.

<sup>\*</sup>Prices include VAT. The service is for a minimum of two years. If a site visit is required, these expenses will be an additional cost.

<sup>\*\*</sup>Conditions apply

# ADDITIONAL COMPLIANCE SUPPORT SERVICES

# **Due Diligence Audit**

This Audit includes a thorough review of compliance documents including the CQC registration status, the compliance aspect of any HR files, a review of the Health & Safety control, infection control, risk assessment compliance, equipment maintenance and suitability, and a full review of all existing contracts with external suppliers. Once the audit has been completed your will receive an informative written report.

# Compliance Audit



A full compliance audit to asses current level of practice compliance followed by a detailed written audit and action plan. If required, we can assist implementing the recommended changes.

# **CQC Inspection Preparation & Fit Person Interview Coaching**



A full review of your compliance documentation will be carried out remotely, along with a virtual walk-through discussion of current practice processes. Followed by a role play styled Q&A over teams to prepare for the interview. You will be given a clear action plan with recommendations to ensure a confident team and a prepared practice.

# **Annual Mock CQC Inspection**



A realistic simulation of a CQC inspection will be carried out, this will include auditing decontamination processes, clinical environment and infection prevent processes. On completion of the mock inspection, you will receive feedback stating strengths and weaknesses and a practical action plan.

#### **Annual NHS Infection Control Audit**



Ensure your dental practice meets the highest standards of cleanliness, compliance and patient safety with our comprehensive NHS Infection Control Audit. Our in depth assessment identifies areas of non-compliance, highlights best practice and support your team in achieving and maintaining excellence.

### **New Practice/Squat Practice Set-up**



Comprehensive support from your initial CQC registration to full premises and operational compliance. Including documentation, log books, process guidance, interview preparation, feedback on the design of the practice, ensuring you have the correct flow for H&S and audits on the set-up of the decontamination room to ensure HTM01-05 compliant.

Contact Sofia Mendes via <a href="mailto:Sofia.Mendes@buxtoncoates.com">Sofia.Mendes@buxtoncoates.com</a> for more information.