

Disability Equality Checklist

Instructions on [how to use checklists](#) in the '*Practice Support Manual*' (PSM) are provided. Note that a blank example Disability Equality checklist is also provided for reference.

Dental Practice Name:	The Scottish Dental Practice
Overall Responsibility for Checklist:	Sarah Granger (Practice Manager)
Year:	2011

	Team Member Responsible	Date to be Completed	Documentation Storage Site	Completed?	Comments	Review Date
Disability and the Equality Act 2010						
Have in place a policy ^{PI} , procedures and practices to enable those with disabilities to use the service and to facilitate the employment of disabled people	SG	November 2010	In policies folder	✓	Written policy following access survey and development of action plan for making adjustments	November 2011
Ensure all staff are aware of the practice policy, procedures and practices related to providing an accessible dental service to all, including those with disabilities	SG	December 2010	Minutes of staff meetings in meetings folder	✓	Discussed with whole team during staff meeting in December 2010	December 2011
Provide staff with appropriate training related to disability and the Equality Act 2010, and ensure they are aware of the legal obligations of the practice and staff	TA	February 2011	Training records to be kept in personal folders for staff			February 2012

Improving Access for Disabled Patients						
Identify 'reasonable' adjustments that can be made to make the practice more accessible	SG	November 2010	In policies folder	✓	Discussed access survey report with staff at staff meeting in November 2010, and highlighted good aspects and areas for improvement. Discussed with principle dentist the adjustments that we can reasonably make (and those that we cannot).	November 2011
Develop a plan for making adjustments to improve the accessibility of the practice	SG	December 2010	In policies folder	✓	Have identified and time-tabled adjustments; identified individuals to be responsible for adjustments	December 2011
Review plan for making adjustments (to check implementation)	SG	March 2011	In policies folder	✓	Plan to be reviewed at 3-monthly intervals	June 2011
Access Survey						
Complete an access survey	SG	October 2010	Survey report highlighting good practice and areas for improvement is in policies folder	✓	Local access panel visited practice and provided suggestions for improvement	October 2011 for practice review of survey report

PI – practice inspection item