

Ethical Practice Checklist

Suggested instructions on [how to use checklists](#) in the 'Practice Support Manual' (PSM) are provided. Note that a 'blank' Ethical Practice checklist is also provided for reference.

Dental Practice Name:	<i>The Scottish Dental Practice</i>
Overall Responsibility for Checklist:	<i>Sarah Granger</i>
Year:	<i>2010</i>

	Team Member Responsible	Date to be Completed	Documentation Storage Site	Completed?	Comments	Review Date
General Principles of Ethical Practice						
Ensure staff are aware of GDC principles of ethical practice and undergo CPD in ethical issues	SG	January 2010	Minutes of discussion in staff meetings folder	✓	Discussed at staff meeting, and CPD dates arranged for May 2010	January 2011
Data Protection Act 1998 (DPA)						
Notify the Information Commissioner that computerised personal records are being used ^{PI}	CC,JS,AB	January 2010	Certificate of registration in practice inspection folder	✓		January 2011
Have in place a practice policy on data protection, confidentiality and information security (fair processing notice) ^{PI} , and make available to patients	SG	February 2010	In policies folder, and at reception	✓	Discuss at staff meeting after policies updated	February 2011
Conduct staff training in handling of personal data to comply with the DPA and practice policies	SG	March 2010				March 2011

Appoint a member of the dental team to be responsible for dealing with subject access requests according to the DPA	SG	January 2010	Listed in policies folder, and at reception	✓	Sarah Granger is responsible	January 2011
Confidentiality and Disclosure of Information						
Ensure staff are aware of the importance of confidentiality	SG	January 2010	Minutes of discussion in staff meetings folder	✓	Discussed at staff meeting in January 2010	January 2011
Include a confidentiality clause in staff contracts	CC	February 2010		✓	Checked contracts; all include an appropriate statement	February 2011
Ensure staff are aware of the circumstances when they are able to disclose information	SG	January 2010	Minutes of discussion in staff meetings folder	✓	Discussed at staff meeting in January 2010	April 2010
Freedom of Information (Scotland) Act 2002 (FOIA)						
Appoint a member of the dental team to be responsible for dealing with information requests according to the FOIA	SG	January 2010	Listed in policies folder, and at reception	✓	Sarah Granger is responsible	January 2011
Ensure staff are aware of the implications of the FOIA and to whom they should refer requests for information	SG	March 2010				March 2011
Have in place an up-to-date publication scheme and make it available to the public	SG	April 2010				April 2011

Child Protection						
Appoint a member of the dental team to take the lead on child protection	AB	January 2010	Listed in policies folder, and at reception	✓	Ann Bennett is responsible	January 2011
Obtain a copy of your local child protection procedures	AB	February 2010	In policies folder	✓		February 2011
Establish who is the appropriate point of contact within your local authority for advice, and keep a list of contacts for child protection advice and referral to hand ^{PI}	AB	February 2010	In policies folder	✓		February 2011
Have in place a practice policy on child protection that includes step-by-step procedures to follow ^{PI}	AB	April 2010				April 2011
Ensure other practice policies and procedures are in place to protect children's needs (e.g. procedure for obtaining consent)	SG	May 2010				May 2011
Train staff in child protection procedures within the practice	AB	June 2010				June 2011
Ensure recruitment procedures take account of the need to protect children	AB	July 2010				July 2011

^{PI} – practice inspection item