

Record-keeping Checklist

Instructions on [how to use checklists](#) in the 'Practice Support Manual' (PSM) are provided. Note that a blank example Record-keeping checklist is also provided.

Dental Practice Name:		The Scottish Dental Practice				
Overall Responsibility for Checklist:		Sarah Granger				
Year:		2010				
	Team Member Responsible	Date to be Completed	Documentation Storage Site	Completed?	Comments	Review Date
Principles of Good Record-keeping						
Ensure staff are aware of the principles of record-keeping and the need to comply with the General Data Protection Regulation 2016 and Data Protection Act 2018	SG	April 2020	Minutes of discussion in staff meetings folder	Y	Discussed record keeping at staff meeting, so all aware of principles	April 2021

Record – keeping checklist

	Team Member Responsible	Date to be Completed	Documentation Storage Site	Completed?	Comments	Review Date
Systems of record-keeping						
Have in place a system of record-keeping that complies with the General Data Protection Regulation 2016 and Data Protection Act 2018 and ensures consistent recording of information	SG	April 2020	Minutes of discussion in staff meetings folder	Y	Discussed record keeping at staff meeting, so all following same procedures	April 2021
If a computerised system is used, ensure regular back-ups are made and the protocol is documented ^{PI}	SG	April 2020	Minutes of discussion in staff meetings folder	Y	Discussed at staff meeeting. Written protocol.	April 2021
Storage of Records						
Have in place a system for storing records (and disposing of them) that is secure ^{PI} and complies with the General Data Protection Regulation 2016 and Data Protection Act 2018	SG	August 2020	Details of secure system and policy on data protection will be in policies folder			August 2021

Record – keeping checklist

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Have in place a written policy for disposal of data.						
Records Required						
Ensure all staff maintain comprehensive and contemporaneous records of all patient histories, examinations, treatments and care plans	CC	Nov 2020			Will discuss at staff meeting, highlighting any information that is identified in audit as not being recorded consistently	Nov 2011
Ensure all staff record details of child patients who live in deprived areas and child patients who are aged 6–8 years (for payment for preventive care)	CC	August 2020			Will discuss at staff meeting	August 2011

Record – keeping checklist

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Ensure all staff are aware of child protection issues and the need to record who accompanies the child, the behaviour of the child and discussions with the child and parent/carer, and signs of non-accidental injury	AB	August 2020			Will discuss at staff meeting	August 2011
Ensure all staff record the categorisation of child's caries risk	AB	August 2020			Will discuss at staff meeting	August 2011
Audit of Record-keeping						
Conduct an audit of record-keeping	SG	Sept 2020	Report will be kept in audit folder (copy sent to NES)			Sept 2021

PI – Practice Inspection item