# Ethical Practice Checklist

Suggested instructions on [how to use checklists](https://www.psm.sdcep.org.uk/checklists/how-to-use-checklists/) in the *‘Practice Support Manual’* (PSM) are provided. Note that a worked example Ethical Practice checklist is also provided for reference.

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| Dental Practice Name:  |  |
| Overall Responsibility for Checklist: |  |
| Year: |  |

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|  | **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 |  |  |  |  |  |  |
| **Data Protection Act 1998 (DPA)** |
| Notify the Information Commissioner that computerised personal records are being used**PI**  |  |  |  |  |  |  |
| Have in place a practice policy on data protection, confidentiality and information security (fair processing notice)**PI**, and make available to patients |  |  |  |  |  |  |
| Conduct staff training in handling of personal data to comply with the DPA and practice policies  |  |  |  |  |  |  |
| Appoint a member of the dental team to be responsible for dealing with subject access requests according to the DPA |  |  |  |  |  |  |
| **Confidentiality and Disclosure of Information** |
| Ensure staff are aware of the importance of confidentiality |  |  |  |  |  |  |
| Include a confidentiality clause in staff contracts |  |  |  |  |  |  |
| Ensure staff are aware of the circumstances when they are able to disclose information |  |  |  |  |  |  |
| **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 |  |  |  |  |  |  |
| Ensure staff are aware of the implications of the FOIA and to whom they should refer requests for information |  |  |  |  |  |  |
| Have in place an up-to-date publication scheme and make it available to the public |  |  |  |  |  |  |
| **Child Protection** |
| Appoint a member of the dental team to take the lead on child protection |  |  |  |  |  |  |
| Obtain a copy of your local child protection procedures  |  |  |  |  |  |  |
| 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** |  |  |  |  |  |  |
| Have in place a practice policy on child protection that includes step-by-step procedures to follow**PI** |  |  |  |  |  |  |
| Ensure other practice policies and procedures are in place to protect children’s needs (e.g. procedure for obtaining consent) |  |  |  |  |  |  |
| Train staff in child protection procedures within the practice |  |  |  |  |  |  |
| Ensure recruitment procedures take account of the need to protect children |  |  |  |  |  |  |

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| **PI** – practice inspection item |