# Record-keeping Checklist

Instructions on how to use the checklists in the ‘*Practice Support Manual’* (PSM) are provided. Note that a worked example Record-keeping checklist is also provided for reference.

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| **Dental Practice Name:** | |  | | | | | |
| **Overall Responsibility for Checklist:** | |  | | | | | |
| **Year:** | |  | | | | | |
|  | | 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 | |  |  |  | |  |  |  |
|  | | 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 | |  |  | |  |  |  |  |
| If a computerised system is used, ensure regular back-ups are made and the protocol is documented **PI** | |  |  | |  |  |  |  |
| 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 | |  |  | |  |  |  |  |
|  | | Team Member Responsible | Date to be Completed | | Documentation Storage Site | Completed? | Comments | Review Date |
| 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 | |  |  | |  |  |  |  |
| 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) | |  |  | |  |  |  |  |
|  | | Team Member Responsible | Date to be Completed | | Documentation Storage Site | Completed? | Comments | Review Date |
| 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 | |  |  | |  |  |  |  |
| Ensure all staff record the categorisation of child’s caries risk | |  |  | |  |  |  |  |
| Audit of Record-keeping | | | | | | | | |
| Conduct an audit of record-keeping | |  |  | |  |  |  |  |

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| **PI** – Practice Inspection item |