COLLEGE OF DENTURISTS OF ONTARIO

Tips on Preparing for an Assessment

What does the assessment cover?

The Assessor will go through various areas of your practice with you and provide a report to the Quality Assurance Committee. The report covers the following areas:

- Continuing Professional Development
- Infection Control
- Collection and Documentation of Patient Information
- Assessment and Interpretation of Patient Needs and Requirements
- Post-insertion Patient Education and Continuity of Care

Forms - Do I have all of the Forms the Quality Assurance Assessor will ask for?

The Quality Assurance Assessor will ask to review your **Professional Portfolio**. The professional portfolio is the place where registrants document their participation in the elements of the Quality Assurance program.

Registrants must keep the following documents in their professional portfolio related to their current **CPD cycle**:

- Completed Self-Assessment Tool (currently under development);
- A record of CPD activities (this can be printed directly from your online member profile, through the **Member Portal**;
- Proof of completion for CPD activities

A minimum of ten (10) continuing professional development hours must be completed per year.
The Quality Assurance Assessor will also ask for a copy of your office ***Privacy Policy form*** and the ***Health Consent form***.

When you are advised of a pending Quality Assurance Assessment, you will receive a questionnaire about practising in locations other than a clinical environment. Make sure you complete this form and submit it by the deadline provided in your selection letter.

Preparing for the PPA

You are strongly encouraged to review the following webpages and documents to prepare for your assessment.

Infection Control Information Sheet	This document provides details regarding infection control, asepsis and hygiene within the clinic premises.
Standards of Practice	Standards of Practice are a validated set of expectations that contribute to public protection. The Standards define the expectations for the profession, communicate to the public the Denturists' accountability and guide the Denturist's practice.
Patient Relations Program	Provides an overview of the program
Essential Competencies	The Competency document describes re the minimum knowledge, skills, judgement and attitudes required of Denturists and provides a structure to help identify, evaluate and develop the behaviours that ensure safe, competent, and ethical practice.

Storing supplies under the sink - why is this a problem?

Again, a concern is raised when the Quality Assurance Assessor notes that you store supplies, such as paper products, under your sink.

Because of the potential for moisture to accumulate and the opportunity then for mold to grow, it is recommended that supply products be stored in areas other than under the sink.

Logging autoclave test results - what is an acceptable process?

The Quality Assurance Assessor will ask to see your log of autoclave/chemiclave/dry heat sterilizer test results. Tests should be conducted monthly and the results recorded in a log.

Test Kits can be purchased from your dental supplier. Each kit typically comes with 12 control strips, 24 test strips and 12 return envelopes. The typical process for each test is to place two (2) test strips in the sterilizer at a different location. Following the sterilization cycle, the strips are placed into a return envelope provided by the supplier and sent to the Laboratory for testing.

Biological indicator test strips are prepared from suspensions of Bacillus atrophaeus and Geobacillus stearothermophilus. These test strips can be used for monitoring autoclaves, chemiclaves and dry heat sterilizers.

Spore test results - what do they indicate?

A negative spore test (a test that has no growth) tells the operator that the process was adequate to kill the spores. A positive spore test (a test that shows growth) indicates a failed process and the load is not sterile.

Positive spore test results could be caused by: packs that are improperly prepared; the sterilizer is overloaded; the sterilizer does not work properly; or the process time is too short.

According to the Centre for Disease Control guidelines…"if spores are not killed in routine spore tests, the sterilizer should be checked for proper use and function and the spore test repeated. If the spore test remains positive, use of the sterilizer should be discontinued until it is serviced."