

SPECIFIC REQUIREMENTS FOR A DENTAL CLINIC

A Dental Clinic shall be defined as a facility with the following minimum requirements as listed in sections A to G below:

A. Personnel

B. Services

C. Premises - Physical Design, Layout, Furnishing and Ancillary Facilities

D. Equipment Devices and Supplies

E. Safety and Security

F. Schedules

G. Records

A. Personnel

The minimum qualification for the practitioner in charge shall be

- At least one Dental Surgeon (5 years post qualification experience and in good standing with Medical and Dental Council of Ghana).

Additional staff

- At least one Dental Surgical Assistant (in good standing with Allied health Professions Council)

B. Services

- Treatment and corrections of the abnormalities of the oral cavity including
- Cleaning
- Filling and Extractions
- Root canal therapy
- Crowns
- Partial and full dentures
- Implants
- Braces

- Gum surgery
- Health promotion and preventive services
- Any other requirement that may be prescribed by the Board.

C. Premises- Physical Design, Layout, Furnishing and Ancillary Facilities;

- Information desk
- Waiting and reception area of at least 4 x 3 metres size with seating facilities, a reception table, a registration table, medical record keeping facilities, a wheel chair/patients' trolley, adequate ventilation, a weighing scale and stadiometer for heights;
- Nurses Bay/Room
- Dental Office/Consulting room with a size of at least 14 square metres
- Central Sterile supply department
- Operating theatre
- Sluice room with adequate water supply
- Medical records with adequate record keeping and computerization if available;
- Dispensary
- Washable floors with floor drains
- Clean patients' toilet and bath facilities with adequate water supply;
- Adequate general water supply
- Constant electricity supply with alternative power supply in good working condition
- Any other requirement that may be prescribed by the Board.

D. Equipment, Devices and Supplies

- Wall mirror
- Dentist Stool
- Assistant's stool
- Plastic Apron/ Bibs
- Examination set

- Temporary and Permanent Tooth Filling sets
- Expendables for temporary filling, dressings and prophylaxis
- A complete dental unit with
 - Autoclave,
 - Extraction forceps,
 - Elevators,
 - Amalgamator,
 - Temporary and permanent tooth filling instruments,
 - Tooth extraction materials,
 - Dental syringes,
 - Xylocaine cartridges and spray;
 - Dental unit with a compressor
- Three way syringe
- X-ray viewing box.
- Heavy duty suction apparatus.
- Adequate Halogen light
- Saliva Ejector
- Light cure machine
- Procedures for processing (transport, disposal) of used medical devices, supplies and equipment
- Any other requirement that may be prescribed by the Board.

E. Safety and Security (Refer to Sections 1 to 10 below)

1. Structural

- a. Unobstructed access to facility
- b. Easily accessible to the disabled and aged
- c. Parking area
- d. Roof walls and ceiling intact
- e. Windows and Doors for facility intact with mosquito netting

- f. Facilities for storage of outer garments and personal items away from work area
- g. Adequate working space
- h. Clear separation of different general areas (reception, registration, consulting, treatment,)
- i. Separate work and storage areas are provided within the facility for processes/procedures, administration tasks and associated paperwork/reference material.

2. General

- a. Non-slip floors
- b. Unobstructed walkways, paths and corridors
- c. Adequate illumination
- d. Adequate ventilation

3. Signage

- a. Department/Unit Identification signs
- b. Directional signs
- c. Warning signs
- d. Health promotion/preventive posters (Dental care)
- e. Emergency evacuation diagram clearly displayed in all areas
- f. Entry and exit signs
- g. Hazard/safety signage on entrance/s clearly visible and contains information including:
 - i. Authorized access only
 - ii. No food or drink allowed
 - iii. Dental Surgeons contact details

4. Hygiene and Sanitation

- a. Fairly distributed number of pedal operated dust bins
- b. Means of decontamination of hands
- c. Posters on appropriate handwashing technique
- d. Posters on appropriate use of toilet facilities
- e. Signs for disposal of different types of waste

- f. Cleaning time tables for all rooms, offices and bathrooms

5. Protective Clothing and Gear

- a. Aprons
- b. Masks
- c. Gloves
- d. Covered shoes
- e. Patients gowns
- f. White coats for medical personnel
- g. Provision for washed and clean linens

6. Biohazards

- a. Procedures for handling, storage, treatment, transportation and disposal of waste (colour codes for different waste etc)
- b. Sharps disposal
- c. Consumables disposal
- d. Biological waste disposal
- e. Incineration procedures for biological waste
- f. Protocols and procedures for managing accidents with sharps
- g. Protocols and procedures for managing cross contamination

7. Emergency

- a. Exit doors clearly marked and can be opened from inside (not padlocked)
- b. Exit doors unobstructed from inside and outside the building
- c. Fire equipment (fire blanket, extinguisher) is accessible and clear of obstruction
- d. Fire equipment (fire blanket, extinguisher, hose reel) have been inspected/tagged within the last 6 months.
- e. Fire exit and escape (for structures 2 storey and above) clearly marked and devoid of obstruction
- f. Smoke detectors are working and clear of obstruction.
- g. A first aid kit is located in the near vicinity.

8. Biosafety

- a. Procedures in place to account for all samples, reagents or materials

- b. All cultures or biohazardous materials are correctly labelled.
- c. A supply of disinfectant for decontamination purposes is available and is clearly labelled.
- d. Instructions for dilution of disinfectant is clearly displayed e.g chlorine solution
- e. Diluted bleach is stored away from heat and is kept in lightproof containers with the preparation date displayed.
- f. A supply of hospital grade antiseptic for washing hands is available at exits.
- g. All keyboards have protective covers.

9. Biosecurity

- a. All samples, reagents, liquids are appropriately stored in appropriate storage vessels and clearly labelled.
- b. All samples are secondary contained (fridges and freezers count as secondary containment within a lab)
- c. Security arrangements are in place and various applicable areas have clearly marked restricted access
- d. Procedures are in place for the transport of materials if applicable
- e. All surfaces (including furniture) within the facility are smooth, impermeable to water and resistant to any decontaminant materials.
- f. There are locks on fridges and freezers.
- g. There are appropriate pest control procedures in place (spraying, weeding etc.)
- h. All windows and walls are intact and sealed and there are no gaps.

10. Compressed Gas

- a. Compressed gas cylinder contents are appropriately identified.
- b. Cylinders are secured appropriately by bracket or chain.
- c. All cylinders are at least 3M away from ignition sources, combustible material and are stored according to dangerous goods class with compatible gases.
- d. Empty cylinders are separated from full cylinders and clearly labelled.

- e. Appropriate resources (e.g. cylinder trolley) are available for transporting gas cylinders.
- f. The regulator is appropriate for the gas being used (e.g. stainless steel for corrosive gases, brass for non-corrosive gases).
- g. Gas lines are labelled and free of leaks, kinks, signs of wear & tear.
- h. Gas use is confined to areas with good local exhaust ventilation.

F. Schedules

- Preventive maintenance schedules for the building housing the facility together with fixtures
- Preventive maintenance scheduled for equipment used in the facility
- Standard Operation Procedures
- Fire practices, drills, fire alarm tests and their results and action taken where applicable
- Any other applicable schedule or drill.

G. Records

- Facility equipment records;
- National health insurance scheme claim forms and other records;
- Facility inspection records;
- Patient medical examination reports
- Waste tracking log book;
- Occupational log books to record results of all staff investigations;
- Log books for recording accidents and injuries at the facility;
- Log books for recording potential and actual infections
- Routine (monthly/quarterly) data on ailments/illnesses/conditions reported at the facility
- Any other relevant records prescribed by the board