

Suggested discussion and evidence items for the 7 Key Skills Portfolio

Please help marking examiners by ticking in the left column the items below included in your Portfolio. Indicate in the right column where they can be found in your Portfolio.

If you have chosen additional or alternative evidence items, please include a separate guidance sheet indicating where these evidence items can be found.

Key Skill 1 - Medical Emergencies

<i>Included?</i> <i>tick</i>	<i>page/section</i>
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Suggested discussion and evidence items for KS 1

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|---|-------|
| () <i>Reflective commentary on how the practice manages medical emergencies.</i> | |
| () <i>Your current certificate of CPR training.</i> | |
| () <i>Copies of documentation of in-practice training sessions.</i> | |
| () <i>Practice protocols for dealing with selected medical emergencies.</i> | |
| () <i>Filled-in example of a MHF.</i> | |
| () <i>Diagram of the practice with points of access marked.</i> | |
| () <i>Details of audits.</i> | |
| () <i>Image of your drug box.</i> | |
| () <i>List of drugs available and their protocols for use.</i> | |
| () <i>Resources used.</i> | |

KS 2 Infection Control

Suggested discussion and evidence items for KS 2

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|---|-------|
| () <i>Reflection on how the practice manages infection control procedures. Could this be improved?</i> | |
| () <i>Staff immunisation policy and record.</i> | |
| () <i>Example of daily print out from your autoclave or equivalent if no printer.</i> | |
| () <i>Surgery plan or photograph of your surgery as evidence of Infection Control procedures eg clean and dirty zones.</i> | |
| () <i>Diary of Infection control staff training.</i> | |
| () <i>Copy of relevant accident book entries.</i> | |
| () <i>Copies of protocols from the practice manual.</i> | |
| () <i>Protocols for three selected types of procedures – including lab and surgical work.</i> | |
| () <i>Information resources used.</i> | |

KS 3 Clinical Record Keeping

Suggested discussion and evidence items for KS 3

- () *Discussion on your understanding of the legislation applicable to dental records.*
- () *Anonymised photocopies of clinical records to show how you document and report on findings and common procedures eg new patient exam, exam of a regular patient, radiography, routine restorations, an extraction, RCT, prosthetics and crown/bridge preps.*
- () *Evidence of routine management activities recalls, stock management, personnel management etc).*
- () *Anonymised completed consent forms eg wisdom tooth extraction, bleaching, general treatment plan consent etc.*
- () *Photocopy of patient records in which specific risk warnings were given.*
- () *Anonymised copies of referral letters and replies.*
- () *Copy of Data Protection policy.*
- () *Evidence that staff are trained in handling and storing confidential data.*
- () *Information resources used.*

KS 4 – Radiography

Suggested discussion and evidence items for – KS 4

- () *Discussion of your understanding of the legislation applicable to dental radiography.*
- () *Reflective commentary on the Quality Assurance programme used for radiography in the practice.*
- () *Copies of practice protocols and Quality Assurance Programme .*
- () *Example of a radiograph plus an anonymised entry on a record card of the reason for the radiograph, a report and a copy of the quality assurance log entry.*
- () *Copy of an up to date inventory of each item of X-ray equipment eg make, serial no, year of manufacture and installation date.*
- () *Copy of diary entry giving information on staff training during your time in the practice.*
- () *Copy of records to demonstrate control of film stock, changes of processor solutions and cleaning of automatic processors.*
- () *Information resources used.*

KS 5 – Legislation and Good Practice Guidelines

Suggested discussion and evidence items for KS 5

- () *Reflection on how you and your practice comply with all current Legislation applicable to general dental practice.*
- () *Discussion on how clinical governance matters affect your practice.*
- () *Completed COSHH assessments.*
- () *Practice complaints procedure protocol with worked example.*
- () *Documentary evidence of clinical governance protocol.*
- () *Information resources used.*

Key Skill 6 –Team Training

Suggested discussion and evidence items for KS 6

- () *Discussion of practice organisation.*
- () *Your own PDP and CPD record.*
- () *Evidence that CPD of staff is checked.*
- () *Organisation chart of practice personnel with areas of responsibility indicated.*
- () *Sample contract of employment.*
- () *Example of induction policy.*
- () *Sample of job descriptions.*
- () *Diaries and records of meetings and staff training.*
- () *Evidence of appraisal system.*
- () *Equal opportunities policy.*
- () *Information resources used.*

KEY SKILL 7 – Risk Management and Communication

Suggested discussion and evidence items for KS 7

- () *Demonstrate your understanding of the key communication issues relevant within the dental practice environment.*
- () *Discuss a risk management assessment in your practice.*
- () *Demonstrate management of critical incidents.*
- () *Reflect on the design of your practice and the ways in which it helps and hinders communication with patients.*
- () *Discuss how you involve patients in their treatment care. Example of patient satisfaction survey.*
- () *Copy of risk management policy and communication risk management policy.*
- () *Minutes from a staff meeting demonstrating that patients' views have been discussed eg after a complaint or patient satisfaction survey.*