Insert practice logo here

IR(ME)R Employers Procedures Dentistry

January 2024



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| EP4 Patient Identification | [Name of NHS Dental Practice/Independent Clinic] |

### Patient ID

To ensure that the dental records are accurate and the exposure is delivered to the intended patient, the patient’s identity must be confirmed when they enter the dental room. For follow-up patients, the patient’s dental chart would also be available, which can be compared to a visual examination of the patient’s teeth. This can act as an additional check to ensure that the person being examined is the correct patient, and that the correct patient’s notes are open on the computer.

The Operator who undertakes the exposure is responsible for ensuring that the correct patient receives the correct exposure. The Operator must also ensure that the record is made in the correct patient’s record.

If the Operator carrying out the exposure is not the Referrer and the exposure is undertaken at a different time to the clinical assessment, the patient should be positively identified prior to exposure by asking their name, date of birth and address.

### Communication Difficulties

If the patient cannot confirm their identity the following options should considered:

* Written cards
* Translator services
* A carer or relative accompanying the patient being asked to identify the patient, or
* By examining the patients photographic identification, for example a passport or photo card driving license.

When patients are unable to identify themselves, the method used to confirm patient identity should be recorded [*in the patient’s dental record/on the referral]*.

### Discrepancies

If one aspect of the patient identifiers does not correspond between the patient’s record and the information obtained but the Operator is sure it is the correct patient, for example one digit different in date of birth or different address (previous address), then the Operator may use their professional judgement and the details may be changed. Administrative staff should be informed of the change to allow this to be amended on the patient’s [*dental record/electronic record]*.

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| EP5 Pregnancy Enquiries | [Name of NHS Dental Practice/Independent Clinic] |

### X-Ray Exposures

In line with the Faculty of General Dental Practice UK (FGDP) guidance, patients do not need to be asked if they are pregnant before an exposure.

### Dental Cone Beam CT *[delete if not used]*

In *[insert practice/clinic name]* patients [*will/will not]* be asked if they are pregnant prior to a CBCT exposure. This decision will be based on a risk assessment carried out by the MPE.

### Patient Concern

If a pregnant patient is particularly concerned about the potential for the radiograph to damage their unborn child and is not reassured by the dentist or MPE, then the Referrer/Operator may delay the radiograph if it is in the best interests for the patient’s health and wellbeing.

This decision will be documented in the patient’s [*dental record/electronic record]*.

### Risk and Benefit Information for Pregnant Patients

Information relating to the benefits and risks of an exposure will be provided to all patients, whether pregnant or not (see [EP17](#_EP17_Provision_of)).

A risk and benefit poster advising pregnant patients to inform the dentist before any type of dental treatment or procedure will be clearly displayed in the practice waiting room or treatment area [(Appendix 4)](#_Appendix_4). This should be of a size and height that it is visible to all patients.

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| EP6 Assessment of Patient Dose | [Name of NHS Dental Practice/Independent Clinic] |

### Measurement of dose

The Medical Physics Expert (MPE) will ensure that representative measurements of patient dose are made as part of the x-ray Quality Assurance (QA) programme and will recommend appropriate exposure settings based on these measurements.

### Recording of dose

The total number of exposures must be recorded in the patient’s notes*.* This will include the reason for carrying out any repeat exposures. The Operator should record that the standard settings (as recorded in the exposure protocols) for the exposure used. If there was any deviation from the standard exposure, the Operator must record details of the deviation. This may include:

* kV, mA
* Exposure time [ms]
* Dose Area Product [DAP] value
* Dose Width Product [DWP] value
* Other dose indicator e.g. exposure or sensitivity index for digital images

Equipment installed on or after 6 Feb 2018 will have a device or other feature that provides information on the relevant parameters to allow assessment of the patient dose. If available, this value should be recorded in the patient’s notes.

### Exceeding expected dose

The Operator undertaking the exposure will be aware of the range of doses or Diagnostic Reference Level (DRL) that result from the exposure factors set within the protocols. They will be able to identify any exposure which has exceeded the expected dose and understand when this is notifiable [EP10](#_EP10_Incident_Reporting). When a DRL is consistently exceeded, the MPE must be involved in the review.

### Dose Monitoring

The Employer is responsible for implementing a programme for carrying out patient dose surveys and consulting with the MPE.

# Appendix 1

### EP1: Example of qualifications, experience and training required for each duty holder

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| **Registrant Group** | **IR(ME)R Duty Holder** | **Qualifications/Training/Experience required** |
| Dentist | Referrer | Registration with GDC and undergraduate dental degree with additional training if requesting CBCT |
| Practitioner | Registration with GDC and undergraduate dental degree |
| Operator | Undergraduate dental degree and local equipment training |
| Dental Hygienist or Dental Therapist | Referrer | Registration with GDC and undergraduate degree in oral health science or diploma in dental therapy or dental hygiene, with additional skills development\* |
| Practitioner | Registration with GDC and undergraduate degree in oral health science or diploma in dental therapy or dental hygiene, with additional skills development\* |
| Operator | Undergraduate degree in oral health science or diploma in dental therapy or dental hygiene, with additional skills development\* and local equipment training |
| Dental Nurse | Operator | Diploma or Certificate in Dental Nursing, Certificate in Dental Radiography\*\* and local equipment training |
| Medical Physics Expert | Operator | Science degree or equivalent  Experience in the application of physics, within dental use of ionising radiation  Recognised by an assessing body, such as RPA 2000, deemed suitable to assess competence by the Department of Health and Social Care [www.rpa2000.org.uk/mpe-recognition-scheme/]  Clear appointment to this role |
| Medical Physicist/Technologists | Operator | *Appropriate qualification* |

\* Dental hygienists and dental therapists may carry out Referrer, Practitioner and Operator duties if the duties are within their scope of practice, training and experience. If appropriate training for any duty was not included in their degree or diploma training, additional post-qualification skill development is required [e.g. for the justification, authorisation and clinical evaluation of radiographs]. A dentist may be required to report on the entire radiograph for aspects that would not be within the scope of practice of a dental hygienist or therapist. \*\* A Certificate in Dental Radiography is required if a dental nurse takes radiographs without supervision.

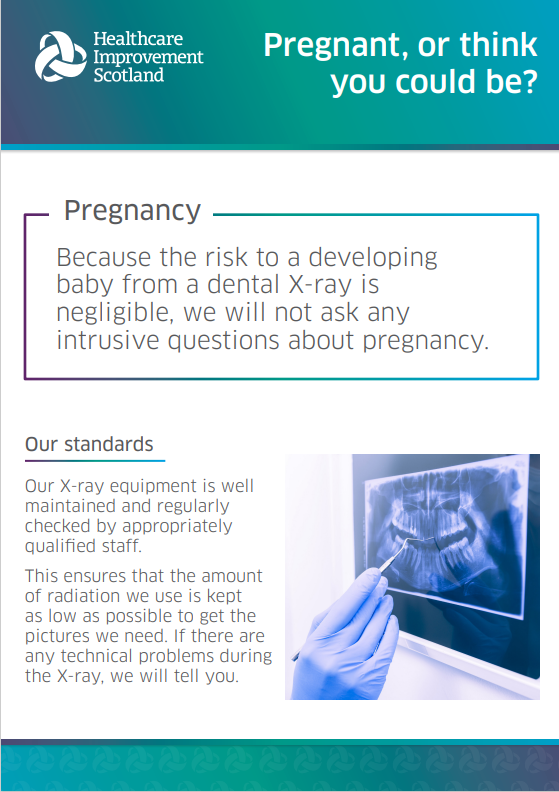
# Appendix 2

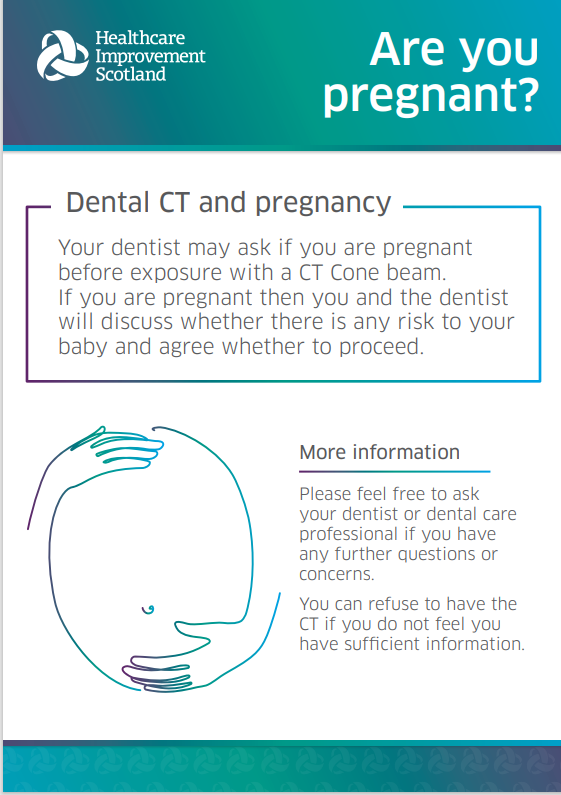
### EP1 Example competencies for entitlement as a duty holder under IR(ME)R at [insert name NHS Dental Practice/Independent Clinic]

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| ***Name [NHS Dental Practice/Independent Clinic:]*** | | | |  | | | | | | |
| **Name of Duty Holder:** |  | | | | **Job Title:** |  | | | | |
| **Qualification[s] and date obtained:** | | |  | | | | | | | |
| **Registration Number:** | | | | | **Date last checked:** |  | | | | |
| **Referrer tasks** | | | | | **Assigned as competent [**Date & signature/initials of duty holder] | | | | | |
| Refer for all dental exposures [excluding CBCT] | | | | |  | | | | | |
| Refer for Cone Beam CT dental exposures | | | | |  | | | | | |
| **Practitioner tasks** | | | | | **Assigned as competent [**Date & signature/initials of duty holder] | | | | | |
| Competent to justify requests for all dental exposures | | | | |  | | | | | |
| Competent to justify requests for Cone Beam exposures | | | | |  | | | | | |
| **Operator tasks** | | | | | | | **In training**  Date & signature/initials of duty holder and assessor | | | **Assigned as competent**  Date & signature/initials of duty holder and assessor |
| Competent to carry out patient identification | | | | | | |  | | |  |
| Competent to undertake all intraoral exposures | | | | | | |  | | |  |
| Competent to undertake Pan/Lat Ceph exposures | | | | | | |  | | |  |
| Competent to undertake Cone Beam CT exposures | | | | | | |  | | |  |
| Competent to process digital images | | | | | | |  | | |  |
| Competent to process dental films | | | | | | |  | | |  |
| Competent to change chemicals in a dental processor | | | | | | |  | | |  |
| Competent to clinically evaluate dental exposures [except CBCT] undertaken at practice | | | | | | |  | | |  |
| Competent to clinically evaluate dental exposures [except CBCT] undertaken outwith the practice | | | | | | |  | | |  |
| Competent to clinically evaluate Cone Beam CT dental exposures | | | | | | |  | | |  |
| Competent to carry out quality assurance on equipment | | | | | | |  | | |  |
| **Entitled by:** | | *[Insert name of Entitler]* | | | | | | **Date:** | *[Insert date]* | |
| **Signature of duty holder:** | | *[Insert name of duty holder]* | | | | | | **Date:** | *[Insert date]* | |

# Appendix 4

EP10 these posters can be displayed in A4 or larger clinical areas as appropriate to ensure visibility. There are additional posters available at <https://www.scottishdental.org/>

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