

# Mr. Shahram Erfanmanesh

# The Dental Surgery

## Inspection Report

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### Overall summary

We carried out an announced comprehensive inspection on 3 September 2015 to ask the practice the following key questions; Are services safe, effective, caring, responsive and well-led?

Our findings were:

#### **Are services safe?**

We found that this practice was providing safe care in accordance with the relevant regulations.

#### **Are services effective?**

We found that this practice was providing effective care in accordance with the relevant regulations.

#### **Are services caring?**

We found that this practice was providing caring services in accordance with the relevant regulations.

#### **Are services responsive?**

We found that this practice was providing responsive care in accordance with the relevant regulations.

#### **Are services well-led?**

We found that this practice was providing well-led care in accordance with the relevant regulations.

#### **Background**

The Dental Surgery, 8 Kings Road, Fareham, Hampshire, provides family dental care to both adults and children mainly under NHS regulations with a small amount of care being provided under private contract.

The practice is situated in a converted domestic property. The practice provides services on the ground floor and first floor. The practice has three dental treatment rooms and a separate decontamination room for cleaning, sterilising and packing dental instruments.

The practice is owned by an individual dentist and has two associate dentists who work throughout the working week, two dental nurses and two part-time dental hygiene-therapists. The clinical team is supported by a practice manager and three members of a reception team.

Before the inspection we sent Care Quality Commission (CQC) comment cards to the practice for patients to complete to tell us about their experience of the practice. We collected two completed cards and spoke with five patients. These provided a positive view of the service the practice provides.

Our key findings were:

- Staff had been trained to handle emergencies and appropriate medicines and life-saving equipment was readily available in accordance with current guidelines.
- The practice was visibly clean.

# Summary of findings

- All equipment used in the practice was maintained in accordance with the manufacturer's instructions.
- Infection control procedures were robust and the practice followed published guidance.
- Patients' needs were assessed and care was planned and delivered in line with current professional guidelines
- The practice had effective safeguarding processes in place and staff understood their responsibilities for safeguarding adults and children living in vulnerable circumstances.
- Staff reported incidents and kept records of these which the practice used for shared learning.
- The practice had enough staff to deliver the service.
- The practice placed an emphasis on the promotion of good oral health and provided regular oral health instruction to patients.
- Staff had received training appropriate to their roles and were supported in their continued professional development.

The practice had been previously inspected by CQC in February 2014 when it was found to be meeting the required standards.

# Summary of findings

## The five questions we ask about services and what we found

We always ask the following five questions of services.

### **Are services safe?**

We found that this practice was providing care which was safe in accordance with the relevant regulations. The practice had robust arrangements for essential topics such as infection control, clinical waste control, management of medical emergencies at the practice and dental radiography (X-rays). We found that all the equipment used in the dental practice was properly maintained. There were sufficient numbers of suitably qualified staff working at the practice. Staff had received safeguarding training and were aware of their responsibilities regarding safeguarding children and vulnerable adults.

### **Are services effective?**

We found that this practice was providing effective care in accordance with the relevant regulations. The dental care provided was evidence based and focussed on the needs of the patients. The practice used current national professional guidance including that from the National Institute for Health and Care Excellence to guide their practice. The staff received professional training and development appropriate to their roles and learning needs. Staff were registered with the General Dental Council and were meeting the requirements of their professional registration.

### **Are services caring?**

We found that this practice was providing care in accordance with the relevant regulations.

We reviewed completed Care Quality Commission comments cards and spoke with five patients on the day of the inspection. Comments were positive about how patients were treated by staff at the practice and were in keeping with the results of the practice's patient survey findings. Patients commented they felt involved in their treatment and that it was fully explained to them.

### **Are services responsive to people's needs?**

We found that this practice was providing responsive care in accordance with the relevant regulations. The service was aware of the needs of the local population and took those into account in how the practice was run. Patients could access treatment and urgent and emergency care when required. The practice had ground floor treatment rooms and access into the building for patients with mobility difficulties and families with prams and pushchairs.

### **Are services well-led?**

We found that this practice was providing care which was well led in accordance with the relevant regulations.

The practice assessed risks to patients and staff and carried out a programme of audits as part of a system of continuous improvement and learning. There were clearly defined leadership roles within the practice and staff told us they felt well supported.

The practice had an accessible and visible leadership team with structured arrangements for sharing information across the dental team, including holding regular meetings which were documented for those staff unable to attend.

# The Dental Surgery

## Detailed findings

### Background to this inspection

The inspection took place on 3 September 2015 and was conducted by a CQC inspector who was accompanied by specialist dental adviser.

To get to the heart of patients' experiences of care and treatment, we always ask the following five questions:

- Is it safe?
- Is it effective?
- Is it caring?
- Is it responsive to people's needs?
- Is it well-led?

These questions therefore formed the framework for the areas we looked at during the inspection.

Prior to the inspection we asked the practice to send us some information which we reviewed. This included the complaints they had received in the last 12 months, their latest statement of purpose, and the details of their staff members and proof of registration with their professional bodies.

During the inspection we spoke with the practice manager, a dentist, lead dental nurse, and reviewed policies, procedures and other documents. We also spoke with patients. We reviewed two comment cards that we had supplied prior to the inspection, for patients to complete, about the services provided at the practice.

# Are services safe?

## Our findings

### **Reporting, learning and improvement from incidents.**

The practice had systems in place to learn from and make improvements following any accidents or incidents. The practice had accident and significant event reporting policies which included information and guidance about the Reporting of Injuries and Dangerous Occurrences Regulations 2013 (RIDDOR). Clear procedures were in place for reporting adverse drug reactions and medicines related adverse events and errors. The practice maintained significant event folders which included a detailed description, the learning that had taken place and the actions taken by the practice as a result. Records showed that accidents and significant events were discussed and learning shared at practice clinical and management meetings.

The practice manager told us if there was an incident or accident that affected a patient they would give an apology and inform them of any actions taken to prevent a reoccurrence. Staff reported there was an open and transparent culture at the practice which encouraged candour and honesty.

The practice responded to national patient safety and medicines alerts that affected the dental profession. The principal dentist reviewed all alerts and spoke with staff to ensure they were acted upon. A record of the alerts was maintained and accessible to staff.

### **Reliable safety systems and processes (including safeguarding).**

We spoke with the practice manager about the reporting of incidents that could occur in a primary dental care setting. We saw that the treatment of sharps and sharps waste was in accordance with the current European Union (EU) directive with respect to safe sharp guidelines, thus protecting staff against blood borne viruses. The practice used a system whereby needles were not resheathed using the hands following administration of a local anaesthetic to a patient. A single use delivery system was used to deliver local anaesthetics to patients. We saw a protocol displayed in the treatment room should a needle stick injury occur. The systems and processes we observed were in line with the current EU Directive on the use of safer sharps.

We discussed with a dentist on duty the different types of abuse that could affect a patient and who to report

concerns to if they came across possible abuse of a vulnerable child or adult. They were able to describe the types of behaviour a child would display that would alert them if there were possible signs of abuse or neglect. They also had a good awareness of the issues around vulnerable elderly patients who present with dementia that require dental care and treatment. The practice had evidence to confirm that staff had undergone training in safeguarding issues. Telephone numbers of whom to contact outside of the practice if there was a need, such as the local authority responsible for investigations was available. This information was displayed in various parts of the practice.

### **Medical emergencies.**

The practice had arrangements in place to deal with medical emergencies at the practice. The practice had an automated external defibrillator, a portable electronic device that analyses life threatening irregularities of the heart and is able to deliver an electrical shock to attempt to restore a normal heart rhythm. Staff received annual training in how to use this. The practice had in place the emergency medicines as set out in the British National Formulary guidance for dealing with common medical emergencies in a dental practice. Oxygen and other related items such as manual breathing aids and portable suction were available in line with the Resuscitation Council UK guidelines. Emergency medicines were stored securely with emergency oxygen in a central location known to all staff.

The expiry dates of medicines, oxygen and equipment were monitored using a daily and monthly check sheet which enabled the staff to replace out of date medicines and equipment promptly. The practice held training sessions for the whole team to maintain their competence in dealing with medical emergencies on an annual basis.

### **Staff recruitment.**

The practice had systems in place for the safe recruitment of staff which included seeking references, proof of identity and checking qualifications, immunisation status and professional registration. It was the practice's policy to carry out Disclosure and Barring service (DBS) checks for all newly appointed staff. These checks identify whether a person had a criminal record or is on an official list of people barred from working in roles where they may have contact with children or adults who may be vulnerable. Records confirmed these checks were in place. We looked at the files of five members of staff and found they contained appropriate recruitment documentation.

# Are services safe?

Newly employed staff had an induction period to familiarise themselves with the way the practice ran before being allowed to work unsupervised. Newly employed staff met with the practice manager, head nurse or principal dentist to ensure they felt supported to carry out their role.

The practice had a system in place for monitoring that staff had up to date medical indemnity insurance and professional registration with the General Dental Council (GDC). The GDC registers all dental care professionals to make sure they are appropriately qualified and competent to work in the United Kingdom. Records we looked at confirmed these were up to date.

## **Monitoring health & safety and responding to risks.**

The practice had systems to monitor health and safety and deal with foreseeable emergencies. There were comprehensive health and safety policies and procedures in place to support staff, including for the risk of fire, lone working and patient safety. Records showed that fire detection and fire fighting equipment such as fire alarms, smoke detectors, emergency lighting and fire extinguishers were regularly tested. Fire drills were carried out every six months.

The practice had a comprehensive risk management process, including a detailed log of all risks identified, to ensure the safety of patients and staff members. For example, we saw a fire risk assessment and a practice risk assessment. They identified significant hazards and the controls or actions taken to manage the risks. The risk assessments were reviewed annually. The practice had a comprehensive file relating to the Control of Substances Hazardous to Health 2002 (COSHH) regulations, including substances such as disinfectants.

The practice had a detailed business continuity plan to support staff to deal with any emergencies that may occur which could disrupt the safe and smooth running of the service. The plan included staffing, electronic systems and environmental events.

## **Infection control.**

The practice manager was the infection control lead professional and they ensured there was a comprehensive infection control policy and set of procedures to help keep patients safe. Procedures included hand hygiene, manual

cleaning, managing waste products and decontamination guidance. We observed waste was segregated into safe containers for disposal by a registered waste carrier and appropriate collection documentation retained.

The practice followed the guidance about decontamination and infection control issued by the Department of Health, namely 'Health Technical Memorandum 01-05 - Decontamination in primary care dental practices (HTM 01-05)' and the 'Code of Practice about the prevention and control of infections and related guidance'. These documents and the practice's policy and procedures relating to infection prevention and control were accessible to staff. Posters about good hand hygiene, safe handling of sharps and the decontamination procedures were clearly displayed to support staff in following practice procedures.

We toured the premises during the inspection and found the treatment rooms and the decontamination suite looked clean and hygienic. They were free from clutter and had sealed floors and work surfaces that could be cleaned with ease to promote good standards of infection control. The practice had cleaning schedules and infection control daily checks for each treatment room which were complete and up to date. Staff cleaned the treatment areas and surfaces between each patient and at the end of the morning and afternoon sessions to help maintain infection control standards.

There were hand washing facilities in the treatment rooms and staff and patients had access to supplies of protective equipment. Patients we spoke with were positive about how clean the practice was.

Decontamination procedures were carried out in a dedicated decontamination room. In accordance with HTM 01-05 guidance an instrument transportation system had been implemented to ensure the safe movement of instruments between the treatment room and the decontamination suite which minimised the risk of the spread of infection.

A nurse showed us the procedure which involved rinsing dirty instruments; and inspecting, cleaning, sterilising, packaging and storing clean instruments.

# Are services safe?

The practice had systems in place for daily quality testing the decontamination equipment and we saw records which confirmed these had taken place. There were sufficient instruments available to ensure the services provided to patients were uninterrupted.

Records showed risk assessments for Legionella were carried out by an external company. (Legionella is a bacteria found in the environment which can contaminate water systems in buildings). This ensured the risks of Legionella bacteria developing in water systems within the premises had been identified and preventive measures taken to minimise the risk to patients and staff of developing Legionnaires' disease. Tests included running the water lines in the treatment rooms at the beginning of each session and between patients, water testing weekly and monitoring cold and hot water temperatures each month.

The practice manager helped to ensure staff had the right knowledge and skills to maintain hygiene standards. Records showed they carried out staff observations at least every three months, for example hand washing and the correct disposal of clinical waste and provided staff with on-going training.

The practice carried out a range of audits to ensure standards were being maintained and to identify areas for further improvement. For example, the self-assessment audit relating to the Department of Health's guidance about decontamination in dental services (HTM01-05) was completed every six months. This is designed to assist all registered primary dental care services to meet satisfactory levels of decontamination of equipment. Records showed a decontamination audit was carried out in July 2015. Audit results indicated the practice was meeting the required standards.

## **Equipment and medicines.**

Records we viewed reflected that equipment in use at the practice was regularly maintained and serviced in line with

manufacturers guidelines. We observed maintenance schedules to show autoclaves were maintained to the standards set out in the Pressure Systems Safety Regulations 2000 and were within the normal 12-14 month time interval. X-ray machines were the subject of regular visible checks and records had been kept. A specialist company attended at regular intervals to calibrate and review all X-ray equipment to ensure they were operating safely. The maintenance log was within the current recommended interval of three years with the most recent maintenance carried out in 2015 which was in accordance with the Ionising Radiation Regulations 1999. An on-going maintenance contract was in place for the replacement of the emergency oxygen ensuring that the contents and the metal oxygen cylinder did not deteriorate over time.

## **Radiography (X-rays).**

The practice had in place a named Radiation Protection Adviser and a Radiation Protection Supervisor in accordance with the Ionising Radiation Regulations 1999 and Ionising Radiation Medical Exposure Regulations 2000 (IRMER). A radiation protection file in line with these regulations was observed. This file was well maintained and included in the file were the critical examination pack for each X-ray set used along with the three yearly maintenance logs and a copy of the local rules and notification to the Health and Safety Executive.

Radiological audit for each dentist was on-going and available for inspection, we saw that a high percentage of radiographs were of grade 1 standard. A sample of dental care records where X-rays had been taken showed that dental X-rays were justified, reported on and quality assured every time. The X-rays we observed were of a good quality. These findings showed that practice was acting in accordance with national radiological guidelines and patients and staff were protected from unnecessary exposure to radiation.



# Are services effective?

(for example, treatment is effective)

## Our findings

### **Monitoring and improving outcomes for patients.**

The dentists working at the practice carried out consultations, assessments and treatment in line with recognised general professional guidelines and General Dental Council (GDC) guidelines. A dentist we spoke with described how they carried out patient assessments using a typical patient journey scenario. The assessment began with the patient completing a medical history questionnaire disclosing any health conditions, medicines being taken and any allergies suffered. The assessment also included details of their dental and social history. We saw evidence that the medical history was updated at subsequent visits. This was followed by an examination covering the condition of a patient's teeth, gums and soft tissues and the signs of mouth cancer. Patients were then made aware of the condition of their oral health and whether it had changed since the last appointment. Following the clinical assessment the diagnosis was then discussed with the patient and treatment options explained to the patient.

Where relevant, preventative dental information was given in order to improve the outcome for the patient. This included smoking cessation advice, alcohol consumption guidance and general dental hygiene procedures such as brushing techniques or recommended tooth care products. The patient dental care record was updated with the proposed treatment after discussing options with the patient. A treatment plan was then given to each patient and this included the cost involved. Patients were monitored through follow-up appointments and these were scheduled in line with their individual requirements. Dental recall intervals were based around current National Institute for Health and Care Excellence guidance.

Dental care records we saw showed that the findings of the assessment and details of the treatment carried out were recorded appropriately. Clinical records were structured and contained sufficient detail about each patient's dental treatment. We saw details of the condition of the gums using the basic periodontal examination (BPE) scores and soft tissues lining the mouth. (The BPE is a simple and rapid screening tool that is used to indicate the level of examination needed and to provide basic guidance on treatment need). These were carried out at each dental health assessment. The records we saw showed that dental

X-rays were justified, reported on and quality assured every time. Patients who required any specialised treatment were referred to other dental specialists as necessary. Their treatment was then monitored after being referred back to the practice after it had taken place to ensure they received a satisfactory outcome and all necessary post procedure care. Details of the treatment were also documented and included local anaesthetic details including type, the site of administration and batch number and expiry date.

### **Health promotion & prevention.**

The practice had a range of products that patients could purchase that were suitable for both adults and children. Adults and children attending the practice were advised during their consultation of steps to take to maintain healthy teeth. Tooth brushing techniques were explained to them in a way they understood and dietary, smoking and alcohol advice was also given to them. Dental care records we reviewed all demonstrated that dentists had given tooth brushing instructions and dietary advice to patients.

Dental hygienists were available to provide a range of advice and treatments in the prevention of dental disease under the prescription from the dentists; we saw that detailed prescriptions to the hygienist were provided by the dentists. This service was available under private contract only and the records we saw showed that patients were given a transparent option of seeing the hygienist privately or the dentist under NHS regulations.

### **Staffing.**

The practice team consisted of two dentists, two dental therapists and two dental nurses. The practice also had a practice manager and two receptionists.

The practice manager kept a record of all training carried out by staff to ensure they had the right skills to carry out their roles. Mandatory training included basic life support, infection prevention and control and fire safety.

Staff had access to policies which contained information that further supported them in the workplace. All clinical staff were required to maintain an on-going programme of continuous professional development as part of their registration with the General Dental Council. Records showed professional registration was up to date for all staff.



# Are services effective?

(for example, treatment is effective)

There was an effective appraisal system in place which was used to identify training and development needs. Staff we spoke with told us they had accessed specific training in the last 12 months in line with their professional development plan.

## **Working with other services.**

The dentist on duty explained how they would work with other services if required. Dentists were able to refer patients to a range of specialists in primary and secondary services if the treatment required was not provided by the practice. Systems had been put into place by local commissioners of services and secondary care providers whereby referring practitioners would use bespoke designed referral forms. This helped ensure that the patient was seen in the right place at the right time.

## **Consent to care and treatment.**

The dentist explained how they obtained valid informed consent. They explained how they explained their findings to patients and kept detailed clinical records showing that they had discussed the available options with them.

They were aware of the Mental Capacity Act and explained how they would manage a patient who lacked the capacity to consent to dental treatment. They explained how they would involve the patient's family and other professionals involved in the care of the patient to ensure that the best interests of the patient were met. They were therefore able to demonstrate a clear understanding of requirements of the Act.

The Mental Capacity Act 2005 provides a legal framework for health and care professionals to act and make decisions on behalf of adults who lack the capacity to make particular decisions for themselves.

# Are services caring?

## Our findings

### **Respect, dignity, compassion & empathy.**

Before the inspection we sent Care Quality Commission comment cards to the practice for patients to use to tell us about their experience of the practice. We collected two completed cards. These provided a positive view of the service the practice provided. Patients commented that the team were courteous, efficient and kind and patients were very happy with the quality of treatment provided. During the inspection we observed staff in the reception area. We observed that they were polite and helpful towards patients and that the general atmosphere was welcoming and friendly. The dentist we spoke with spoke about patients in a respectful and caring way and were aware of the importance of protecting patients' privacy and dignity.

### **Involvement in decisions about care and treatment.**

A dentist we spoke with had a clear understanding of consent issues. They stressed the importance of

communication skills when explaining care and treatment to patients and explaining in a way and language those patients could understand. Costs were made clear in the treatment plan and in the dental treatment record. The dentists always used the NHS treatment plan form known as the FP17 DC form when carrying out any treatment over and above an examination and treatment under private contract. We reviewed a number of records which confirmed this approach was followed.

Patients were given a copy of their treatment plan and associated costs. This gave patients clear information about the different elements of their treatment and the costs relating to them. They were given time to consider options before returning to have their treatment.

Patients we spoke with told us that the dentist always explained their treatment options and that they felt they were fully involved in decisions about their care and treatment.

# Are services responsive to people's needs?

(for example, to feedback?)

## Our findings

### **Responding to and meeting patients' needs.**

Services were planned and delivered to meet the needs of patients. The practice was responsive to patients' needs and had systems in place to maintain the level of service provided. The practice had a clear understanding of who their population were and understood their needs including, making appointments long enough to carry out investigations and treatment. Most examinations appointments were at least 10 minutes long and tooth filling appointments were at least 20 minutes long. We did not see evidence of routine double booking of patients. This only occurred when patients were asked to come and sit and wait if they were in pain. The practice had dedicated urgent slots as well as asking patients to come and sit and wait.

### **Tackling inequity and promoting equality.**

The practice had an equality and diversity policy in place and provided training to support staff in understanding and meeting the needs of patients. The practice audited the suitability of the premises and had made adjustments, for example the practice carried out an annual disability discrimination act review of the practice. The practice also had staff who were able to converse with patients whose English was a second language. Dental care records included alerts about the type of assistance patients required.

### **Access to the service.**

The practice displayed its opening hours in their premises, in the practice information leaflet and on the practice website. Opening hours were Monday to Thursday from 8.30am until 7.00pm and on Friday from 8.30am until 5.30pm, Saturdays 9.00am until 1pm, excluding bank holidays.

Staff told us patients were seen as soon as possible for urgent care during practice opening hours and this was normally within 24 hours. Appointments were available each day to accommodate this. Patients told us and comment cards reflected that they felt they had good access to routine and urgent dental care. There were clear instructions in the practice and via the practice's answer machine for patients requiring urgent dental care when the practice was closed.

The practice supported patients to attend their forthcoming appointment by having a reminder system in place. This included telephoning patients and sending text message reminders. Patients we spoke with told us this was very helpful.

### **Concerns & complaints.**

The practice had a complaints policy which provided staff with clear guidance about how to handle a complaint. Staff told us they raised any formal or informal comments or concerns with the practice manager to ensure these were responded to.

We looked at the practice procedure for acknowledging, recording, investigating and responding to complaints, concerns and suggestions made by patients. We found there was a system in place which ensured a timely response. Information for patients about how to raise a concern or offer suggestions was available in the practice and in the practice information leaflet.

We looked at three complaints received in the last 12 months and found these were satisfactorily handled, dealt with in a timely way and with openness and transparency. Lessons were learnt from concerns and complaints and action was taken to as a result to improve the quality of care.

# Are services well-led?

## Our findings

### **Governance arrangements.**

The practice manager and principal dentist shared the day to day running of the service. They took lead roles relating to the individual aspects of governance such as complaints, equipment maintenance, risk management and audits within the practice. Staff we spoke with were clear about their roles and responsibilities within the practice and of the lines of accountability.

We looked in detail at how the practice identified, assessed and managed clinical and environmental risks related to the service provided. Risk assessments and control measures were in place to manage those risks for example fire, use of equipment and infection control. The practice had staff in specific lead roles, for example in infection control and safeguarding; they supported the practice to identify and manage risks and helped that information was shared with all team members.

There was a full range of policies and procedures in use at the practice and accessible to staff on the practice computers and in paper files. These included guidance about confidentiality, record keeping, managing violence and aggression, inoculation injuries and patient safety. There was a clear process in place to ensure all policies and procedures were reviewed as required to support the safe running of the service.

### **Leadership, openness and transparency.**

The practice had a statement of purpose that described their vision, values and objectives. Staff told us that there was an open culture within the practice which encouraged candour and honesty. There were clearly defined leadership roles within the practice with the practice ethos of providing high quality dental care to their patients. The practice manager told us patients were informed when they were affected by something that went wrong, given an apology and told about any actions taken as a result.

There were structured arrangements for sharing information across the dental team, including holding regular meetings which were documented for those staff unable to attend. These included monthly practice meetings for the whole team and dentists meetings. Management meetings occurred at least monthly or more often as needed. Nursing staff scheduled meetings as required.

### **Learning and improvement.**

There were a number of clinical audits taking place at the practice. These included clinical record keeping and X-ray quality. We looked at a sample of them and they showed that the dentists in relation to record keeping were maintaining a consistent standard in patient assessment, medical history updating, and cancer screening. The X-ray audit for each dentist was an on-going process; this involved grading the quality of the X-rays to ensure they had been taken correctly. We found that the audit process was effective because the standards set out in the audit template were reflected in the dental treatment records we observed.

### **Practice seeks and acts on feedback from its patients, the public and staff.**

The practice had systems in place to seek and act upon feedback from patients using the service. These included inviting patients to complete a brief survey following their visit to the practice. We saw a number of different patient satisfaction survey forms dating back to 2013 which showed that patients were very satisfied or satisfied with the service they received.

Patients were encouraged to complete the NHS Friends and Family Test. This is a national programme to allow patients to provide feedback on the services provided. The practice had a continual process to encourage staff to provide feedback about working in the practice including for example, what opportunities staff had to use their initiative and for personal growth and development.