

Harley Place Surgeries Limited

Harley Place Dental & Implant Service

Inspection Report

26 Corringham Road
Stanford Le Hope
Essex
SS17 0AH
Tel: 01375641117
Website: www.harleyplacedental.co.uk

Date of inspection visit: 28 October 2016
Date of publication: 16/11/2016

Overall summary

We carried out an announced comprehensive inspection on 28 October 2016 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 practice is located within a purpose adapted property in Stanford Le Hope, Essex and offers a range of private preventative, restorative and cosmetic dental treatments to adults and children.

The practice is open between 8am and 7pm on Mondays to Fridays and between 9am and 1pm on Saturdays.

The practice employs one clinical dental technician, two dentists, two qualified dental nurses, one of whom is the practice manager.

The practice is registered with the Care Quality Commission (CQC) as an organisation. The practice manager / dental nurse is the registered manager. Like registered providers, they are 'registered persons'. Registered persons have legal responsibility for meeting the requirements in the Health and Social Care Act 2008 and associated Regulations about how the practice is run.

The practice has three treatment rooms, a combined waiting room and a reception area. Decontamination takes place within a dedicated decontamination room.

Summary of findings

(Decontamination is the process by which dirty and contaminated instruments are brought from the treatment room, washed, inspected, sterilised and sealed in pouches ready for use again).

Our key findings were:

- The practice had systems in place for investigating and learning from complaints, safety incidents and accidents. Staff were aware of their responsibilities to report incidents.
- The practice was visibly clean and clutter free. Infection control practices were reviewed and audited to test their effectiveness.
- There were systems in place to help keep people safe, including safeguarding vulnerable children and adults. Staff undertook training and were aware of their roles and responsibilities.
- Risks to the health, safety and welfare of patients and staff were assessed and managed. There was a range of risk assessments and audits carried out to monitor safety and minimise risks.
- The practice referred to and used current guidance in relation to dentistry when assessing patients' needs and delivering treatment.
- The practice medicines and equipment for use in the event of a medical emergency were in line with current guidelines and regularly checked to ensure that they were fit for use.
- Staff undertook training in respect of their roles and responsibilities within the practice.
- Patients were involved in making decisions about their care and treatments.
- The practice offered a flexible appointment service to meet the needs of patients and could normally arrange a routine appointment within a few days or emergency appointments mostly on the same day.
- Effective governance arrangements were in place for the smooth running of the service.
- Audits and reviews were carried out used to make improvements to the service.
- There were arrangements in place to obtain the views of patients to monitor and make improvements to the service where these were identified.

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 safe care in accordance with the relevant regulations.

The practice had systems and processes in place to provide safe care and treatment and to assess and minimise risks. The practice had procedures in place to safeguard children and vulnerable adults against the risk of abuse. All staff undertook regular training appropriate to their roles and staff who we spoke with understood their responsibilities in this area.

There were arrangements to monitor and minimise risks to the health and safety of patients and staff. These included assessments in relation fire safety, legionella management and monitoring equipment used in the practice. There were procedures in place to ensure that X-rays were carried out safely.

The practice was visibly clean and infection control procedures were in line with national guidance. The cleaning and decontamination of dental instruments was carried out in line with current guidelines.

Equipment within the practice was regularly checked, serviced and maintained according to the manufacturer's instructions. The practice had a range of equipment and medicines for use in medical emergencies and staff undertook regular training updates in basic life support.

New staff were recruited robustly and relevant checks were carried out in line with the practice recruitment procedures.

No action



Are services effective?

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

The practice had a system of robust policies and procedures to ensure the effective delivery of care and treatment. Patient consultations were carried out in line with recall guidance from the National Institute for Health and Care Excellence (NICE).

There were systems in place to ensure that patient's medical history was obtained and reviewed to help the dentists identify any risks to patients. Oral assessments were carried out in line with current guidance. This information was regularly reviewed and used to plan patient care and treatment. Patients were recalled after an agreed interval for an oral health review, during which their medical histories and examinations were updated and any changes in risk factors recorded.

Patients were offered options of treatments available and were advised of the associated risks and intended benefits. Consent to care and treatment was sought in line with current relevant guidelines. Patients were provided with a written treatment plan which detailed the treatments considered and agreed together and the fees involved.

Patients were referred to other specialist services where appropriate and in a timely manner.

No action



Summary of findings

The dentists and dental nurses were registered with the General Dental Council (GDC). Staff were supported and provided with training and personal development to help them deliver effective dental care and treatment.

Are services caring?

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

The practice had procedures in place for respecting patients' privacy, dignity and providing compassionate care and treatment. A private room was available should patients wish to speak confidentially with the dentists or reception staff. Staff had access to policies around respecting and promoting equality and diversity.

The results from the practice patient satisfaction surveys and patient testimonials showed that patients were happy with the level of care and support that they received. A number of patients who completed the surveys and testimonials commented that they were treated with kindness and empathy.

No action



Are services responsive to people's needs?

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

The practice offered a flexible appointment system. Appointments could be booked in person or by telephone. The practice operated a triage system to help identify and prioritise urgent same day access for patients experiencing dental pain which enabled them to receive treatment quickly.

The practice was open between 8am and 7pm on Mondays to Fridays and between 9am and 1pm on Saturdays.

The practice premises were accessible and provided step free access and sufficient room to cater for patients who used wheel chairs or other mobility aids.

The practice had a complaints process which was available to support any patients who wished to make a complaint. The process described the timescales involved for responding to a complaint and who was responsible in the practice for managing them.

No action



Are services well-led?

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

There were suitable governance arrangements and leadership within the practice to ensure that appropriate systems were in place to monitor and improve the quality and safety of services.

The practice had systems in place to carry out regular audits to monitor areas including health and safety, fire safety, infection control and staff training and development. Regular dental records and X-ray audits were carried out to ensure that dental treatments were carried out in line with the relevant guidance and to make improvements as needed.

No action



Summary of findings

There were arrangements in place to ensure that training was accessible to staff. Learning and development needs of staff were reviewed at appropriate intervals and staff received appropriate supervision.

The practice had systems to obtain and act on feedback from patients and used this to improve the quality of the service provided.

Harley Place Dental & Implant Service

Detailed findings

Background to this inspection

The inspection was carried out on 28 October 2016 and was led by a CQC inspector. The inspection team also included a dental specialist advisor.

The methods that were used to collect information at the inspection included interviewing patients and staff, observations and reviewing documents.

During the inspection we spoke with the clinical dental technician, one dentist, the dental nurse and the practice manager.

We also did not have the opportunity to speak with patients as there were no patient appointments on the day of our inspection. We reviewed policies, procedures and other records relating to the management of the service.

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.

Are services safe?

Our findings

Reporting, learning and improvement from incidents

The practice had policies and procedures in place to investigate, respond to and learn from significant events, accidents, incidents and complaints. These policies were practice specific and were accessible to all staff. The dentist and practice manager were aware of the practice reporting procedures including reporting accidents and incidents and their responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). We were told that there had been no occurrence of safety incidents or accidents.

The dentist and dental nurse were aware of their responsibilities under the duty of candour and there was a policy in place in relation to this. This described if there was an incident or accident that affected a patient they would be contacted and offered an apology and an explanation of what actions had been taken to address the issues.

The dentist and practice manager were aware of recent relevant alerts from the Medicines and Healthcare products Regulatory Agency (MHRA), the UK's regulator of medicines, medical devices and blood components for transfusion, responsible for ensuring their safety, quality and effectiveness. There were systems in place for reviewing, sharing and acting on relevant alerts.

Reliable safety systems and processes (including safeguarding)

The practice had child and adult safeguarding policies and procedures in place. These included the contact details for the local authority's safeguarding team, social services and other relevant agencies. Staff had undertaken role specific training and there were systems in place to ensure that staff undertook periodic training updates. The dentist and the practice manager were able to describe how they would act if they had concerns about the safety or welfare of patients. They were also aware of whom to report concerns to including reporting to external agencies if required.

The practice had a whistleblowing policy which described how staff could raise concerns. Staff who we spoke with were able to demonstrate that they were aware of this policy. They told us they felt confident and supported to raise concerns without fear of recriminations.

The dentist told us that they always used a rubber dam when carrying out root canal treatment to patients in accordance with the guidance issued by the British Endodontic Society. A rubber dam is a small square sheet of latex (or other similar material if a patient is latex sensitive) used to isolate the tooth operating field to increase the efficacy of the treatment and protect the patient. The patient dental records which we were shown included a record of when a rubber dam was used.

Medical emergencies

The practice had procedures in place for staff to follow in the event of a medical emergency and these were regularly reviewed and discussed at practice meetings. Staff had undertaken training in basic life support and were aware of their roles and responsibilities in relation to dealing with a range of medical emergencies.

The practice had the recommended range of medicines including oxygen for use in a medical emergency and these were in line with the 'Resuscitation Council UK' and British National Formulary guidelines.

The practice also had appropriate emergency equipment available including an Automated External Defibrillator (An AED is a portable electronic device that analyses life threatening irregularities of the heart including ventricular fibrillation and is able to deliver an electrical shock to attempt to restore a normal heart rhythm). The emergency medicines and equipment were checked on a weekly basis to ensure that they were available, fit for use and in date should they be required.

Staff recruitment

The practice had a recruitment policy, which included the process to be followed when employing new staff. This included obtaining proof of their identity, checking their skills and qualifications, registration with relevant professional bodies. We reviewed the records for five members of staff and these demonstrated that these procedures were followed. We saw that staff had been checked by the Disclosure and Barring Service (DBS). The DBS checks identify whether a person has 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.

Are services safe?

All new staff undertook a period of induction during which they had the opportunity to familiarise themselves with the practice policies and procedures.

We saw that all relevant members were included in the practice insurance and indemnity cover in place. These policies help ensure that patients could claim any compensation to which they may be entitled should the circumstances arise. In addition, there was employer's liability insurance which covered employees working at the practice

Monitoring health & safety and responding to risks

The practice had a range of policies and procedures to cover the health and safety concerns that might arise in providing dental services generally and those that were particular to the practice. There was a Health and Safety policy and appropriate safety risk assessments had been carried out to identify and assess risks associated with the practice premises and equipment. Any issues arising from these assessments were acted upon promptly and shared with relevant staff.

There were procedures for dealing with fire including safe evacuation from the premises. There was a detailed fire risk assessment and this was reviewed regularly. Fire safety equipment was regularly checked and fire safety procedures were discussed at practice meetings.

The practice had detailed records in respect of Control of Substances Hazardous to Health (COSHH). These included information about the risks associated with chemical agents used at the practice and how exposure to these chemicals were to be treated. COSHH was implemented to protect workers against ill health and injury caused by exposure to hazardous substances - from mild eye irritation through to chronic lung disease. COSHH requires employers to eliminate or reduce exposure to known hazardous substances in a practical way. We saw the practice had a system in place to regularly update their records to include receiving COSHH updates and changes to health and safety regulations and guidance.

The practice had a business continuity plan in place for dealing with major incidents such as the loss of utilities which may affect the day to day running of the service.

Infection control

There was an infection control policy which was reviewed regularly. Staff had undertaken infection control training

which included decontamination of dental instruments and hand hygiene. Staff had access to and used appropriate protective equipment including disposable gloves and protective eyewear. Records showed that all relevant staff had received inoculations against Hepatitis B. It is recommended that people who are likely to come into contact with blood products or are at increased risk of needle-stick injuries should receive these vaccinations to minimise risks of acquiring blood borne infections.

All areas of the practice were visibly clean, organised and uncluttered. There were systems in place for cleaning in the dental surgeries, reception and waiting areas. Cleaning schedules were used and these were maintained and reviewed regularly. Regular infection control audits were carried out to test the effectiveness of the infection prevention and control procedures.

The decontamination of dental instruments was carried out within a dedicated decontamination room. The practice procedures for cleaning and sterilising dental instruments was carried out in accordance with the Department of Health's guidance, Health Technical Memorandum 01- 05 (HTM 01- 05), decontamination in primary care dental practices. We found that instruments were being cleaned and sterilised in line with published guidance (HTM01-05).

There were clearly identified designated 'clean' and 'dirty' areas within the dental surgery and decontamination room and staff followed the work flow from 'dirty' to 'clean' when carrying out decontamination procedures.

Sterilised instruments were correctly packaged, sealed, stored and dated with an expiry date.

We saw records which showed that the equipment used for cleaning and sterilising had been maintained and serviced in line with the manufacturer's instructions. Appropriate records were kept of the decontamination cycles of the autoclaves to ensure they were functioning properly. Records in respect of the checks that should be carried out at the start and end of each day were also maintained.

The practice had procedures in place for handling sharps including needles and followed the European Council Directive 2010/32/EU (the Sharps Directive) and single use disposable local anaesthetic delivery syringes that incorporate a mechanism to protect against accidental

Are services safe?

injury were used. These procedures were displayed in the dental surgery and staff who we spoke with could demonstrate that they understood and followed these procedures.

Clinical waste including sharps was stored securely for collection. The registered provider had a contract with an authorised contractor for the collection and safe disposal of clinical waste.

There were effective procedures in place for assessing and managing risks of legionella. Legionella is a term for particular bacteria which can contaminate water systems in buildings. The practice had systems for carrying out regular legionella risk assessments. We found that appropriate measures including regular flushing and disinfection of the dental unit water lines were carried out in accordance with current guidelines to reduce the risk of legionella bacteria forming.

Equipment and medicines.

The practice had systems in place for carrying out Portable Appliance Testing (PAT) for all electrical equipment. (PAT is the term used to describe the examination of electrical appliances and equipment to ensure they are safe to use.)

Records were kept in respect of checks and maintenance carried out for equipment such as the X-ray equipment and autoclave which showed that they were serviced in accordance with the manufacturers' guidance. The regular maintenance ensured that the equipment remained fit for purpose.

Local anaesthetics, antibiotics and emergency medicines were stored appropriately and accessible as needed. There were procedures in place for checking medicines to ensure that they were within their expiry dates.

Radiography (X-rays)

The practice had a radiation safety policy in place and was registered with the Health and Safety

Executive as required under Ionising Radiations Regulations 1999 (IRR99). Records we were shown demonstrated that the dentists and the dental were up to date with their continuing professional development training in respect of dental radiography and radiation protection.

A radiation protection advisor had been appointed as required by the Ionising Regulations for Medical Exposure Regulations (IR(ME)R). The principal dentist was the radiation protection supervisor to oversee practises and ensure that the equipment was operated safely and by qualified staff only. There was a radiation protection file available with information for relevant staff to access and refer to as needed. This file included a record of all X-ray equipment including service and maintenance history.

There were local rules available and displayed in all areas where X-rays were carried out. Local rules state how the X-ray machine in the surgery needs to be operated safely.

The practice had systems in place to regularly check that X-rays were being carried out safely and in line with current guidance. Patient dental records we reviewed showed that X-rays were justified and graded. The practice had systems in place for carrying out regular audits to assess the quality of dental X-rays in accordance with the National Radiological Protection Board (NRPB) guidelines to help ensure that X-rays were appropriately justified and correctly graded to an acceptable standard.

Are services effective?

(for example, treatment is effective)

Our findings

Monitoring and improving outcomes for patients

The practice had a range of robust policies and procedures in place for assessing and treating patients. All new patients to the practice were asked to provide their medical history including any health conditions, current medication and allergies. Patients were asked to confirm any changes in their health at subsequent visits. This ensured the dentists were aware of the patient's present medical condition before offering or undertaking any treatment.

The dentist told us they carried out oral examinations including an assessment of patients' gums and soft tissues to help identify any abnormalities. They told us that they always discussed the diagnosis with their patients and, where appropriate, offered them any options available for treatment and explained the costs. Patients' oral health was monitored through follow-up appointments and these were scheduled in line with the National Institute for Health and Care Excellence (NICE) recommendations.

The patient dental records which we were shown included detailed descriptions in respect of oral examinations including an assessment of patients' gums and soft tissues to help identify any abnormalities. They also included detailed information about the discussions between the dentist and patient regarding diagnosis, treatment options available and any associated risks. Patients' dental treatment was monitored through follow-up appointments and these were scheduled in line with the National Institute for Health and Care Excellence (NICE) recommendations.

Patients requiring specialist treatments that were not available at the practice were referred to other dental specialists. There were systems in place making referrals and monitoring patients after they had undergone their treatment and were referred back to the practice. This helped ensure patients had the necessary post-procedure care and satisfactory outcomes.

Health promotion & prevention

The patient reception and waiting area contained a range of information that explained the services offered at the practice. Staff told us that they offered patients information about effective dental hygiene and oral care including information on diet, alcohol and tobacco consumption and maintaining good oral hygiene.

The dentist who we spoke with advised us they provided advice to patients in accordance with the Department of Health's guidance 'Delivering Better Oral Health' toolkit. Treatments included applying fluoride varnish to the teeth of patients who had a higher risk of dental decay. Fluoride treatments are a recognised form of preventative measures to help protect patients' teeth from decay. The patient dental records which we were shown confirmed this.

Staffing

The dentists and dental nurses provided documents to show that they were currently registered with their professional body and were maintaining their continuing professional development (CPD) to maintain, update and enhance their skill levels. Completing a prescribed number of hours of CPD training is a compulsory requirement of registration for a general dental professional.

The practice had a staff training programme, which was monitored and reviewed to ensure that staff undertook training relevant to their roles and responsibilities including safeguarding, infection control and training in basic life support.

There were systems in place to carry out an annual appraisal and regular reviews of individual staff performance from which a personal development plan was agreed. These development plans were reviewed periodically to ensure that staff received the support and training to meet their needs. Staff who we spoke with told us that they received the support and training to help them fulfil their roles and responsibilities.

Working with other services

The practice worked with other professionals in the care of their patients where this was in the best interest of the patient and in line with NICE guidelines where appropriate. For example, referrals were made to hospitals and specialist dental services for further investigations.

The dentist explained that they would refer patients to other dental specialists for complex oral surgical treatment when required. The referrals were based on the patient's clinical need. In addition, the practice followed the two week referral process to refer patients for suspected oral cancer.

The practice had systems in place to regularly monitor its referrals process to ensure that these were made in a timely way and followed up appropriately.

Are services effective?

(for example, treatment is effective)

Consent to care and treatment

The practice had policies and procedures in place for obtaining patients consent to their dental care and treatment. Patient dental care records which we were shown included details of discussions between the dentist and patient in respect of the proposed treatment. Records also included a detailed treatment plan which covered treatment options, intended benefits and potential risks. The treatment plans were agreed patients consent was obtained before the treatment commenced. Staff were aware that consent could be removed at any time.

These procedures for obtaining patient consent included reference to current legislation and guidance including the Mental Capacity Act (MCA) 2005. The MCA provides a legal framework for acting and making decisions on behalf of adults who may lack the capacity to make particular decisions. These policies and procedures were accessible to staff and kept under review to ensure that they reflected any changes in guidance or legislation. The dentist was able to demonstrate that they were aware of or adhered to the practice MCA procedures.

Are services caring?

Our findings

Respect, dignity, compassion & empathy

The practice had procedures in place for respecting patients' privacy, dignity and providing compassionate care and treatment. If a patient needed to speak to confidentially they would speak to them in a private room. All discussions held in relation to treatment were carried out within the dental surgeries.

Staff understood the need to maintain patients' confidentiality and had access to policies and procedures to assist them in this area. There was an identified lead for information governance with the responsibility to ensure patient confidentiality was maintained and patient information was stored securely.

Patients who completed the practice survey and testimonials from patients said that they were happy with how staff treated them.

Involvement in decisions about care and treatment

The patients who we spoke with said that the dentists explained their treatments in a way that they could understand and that they were involved in making decisions about their dental care and treatment.

The practice had policies and procedures in place in relation to the Gillick competency test. The test is used to help assess whether a child has the maturity to make their own decisions and to understand the implications of those decisions about their care and treatment. All staff who we spoke with were aware of these procedures.

The practice had procedures in place for meeting the needs people who may require extra support. Staff told us that patients with disabilities or in need of extra support were given as much time as was needed to explain and provide the treatment required.

Are services responsive to people's needs?

(for example, to feedback?)

Our findings

Responding to and meeting patients' needs

Information displayed in the waiting area described the range of services available, the practice opening times and how to access emergency treatment when the practice was closed. Information was also available explaining the practice's complaints procedure. A range of information leaflets on oral care and treatments were available in the practice.

The practice was open and offered appointments for patients during the following times; between 8am and 7pm on Mondays to Fridays and from 9am to 1pm on Saturdays.

Tackling inequity and promoting equality

The practice had equality and diversity and disability policies to support staff in understanding and meeting the needs of patients. Staff who we spoke with could demonstrate that understood these policies and that patients were offered treatment on the basis of clinical need and they did not discriminate when offering their services.

The dental practice was located on the ground floor purpose adapted area within a residential property. The premises had sufficient space to accommodate patients who used wheelchairs.

The practice had a low population of patients whose first language was not English but had access to translation services if required.

Access to the service

Patients could book appointments in person or by telephone. The dentist and receptionist told us that priority would be given to patients who required urgent dental treatment and that appointments were reviewed on a daily basis to offer emergency treatment to patients if required.

Staff told us that appointments usually ran to time that they advised patients if the dentists were running behind time.

For patients in need of urgent care out of the practice's normal working hours they were directed by answerphone to the NHS 111 service.

Concerns & complaints

The practice had a complaints policy and procedures. This was in line with its obligations to investigate and respond to complaints and concerns. The practice manager was the dedicated complaints manager. Information which described how patients could raise complaints was displayed in the waiting area.

The practice had systems for investigating and responding to complaints. We were told that there had been no complaints made about the dental practice since it opened in February 2015.

The practice manager described the process for dealing with complaints should they arise. They told us that any concerns raised would be fully investigated and a response including an explanation and an apology would be sent to the complainant. Complaints and the outcome of the complaint investigations would be shared with relevant staff in order to make improvements as needed.

Are services well-led?

Our findings

Governance arrangements

The practice had suitable governance arrangements in place for monitoring and improving the services provided for patients. The day to day management of the practice was underpinned by a number of practice specific policies and procedures and there were systems in place to ensure that these were followed consistently.

Risks to the health and safety of patients and staff were assessed and managed through a system of risk assessments, reviews and audits. Risks associated with the premises, X-rays and X-ray equipment and legionella, fire and infection control were regularly assessed. Areas for improvement arising from these was shared with relevant staff to make improvements as required.

Leadership, openness and transparency

There was clear leadership and oversight at the practice. The practice team was small and the staff members shared lead roles in key areas such as safeguarding, infection control and patient safety. Staff told us that they well as a team and that staff were clear about their roles and responsibilities.

The dentist and staff could demonstrate that they understood and discharged their responsibilities to comply

with the duty of candour and they told when there was an incident or accident that affected a patient the practice acted appropriately and offered an apology and an explanation.

Learning and improvement

The practice had a structured plan in place to audit quality and safety. Relevant information was shared with staff during daily communications and regular practice meetings.

There were systems in place to ensure that staff undertook regular training updates in areas relevant to their roles and responsibilities. There were arrangements to ensure that learning from accidents, incidents and complaints was shared, acted upon and reviewed to secure improvements where needed.

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

The practice had effective systems for acting on patient and staff feedback. Patients' views and feedback was sought by way of a regular and ongoing satisfaction questionnaire. The results from these questionnaires were analysed and shared with staff to highlight good practice and any areas for improvement.

Regular staff meetings were held and staff who we spoke with told us that their views were sought and they could make suggestions about how improvements could be made to the service.