
WELSH STATUTORY INSTRUMENTS

2017 No. 202

The Private Dentistry (Wales) Regulations 2017

PART 1

General

Policies and procedures

8.—(1) The registered person must prepare and implement written statements of the policies to be applied and the procedures to be followed in or for the purposes of a private dental practice in relation to each of the matters specified below—

- (a) the arrangements for acceptance of patients;
- (b) the arrangements for assessment, diagnosis and treatment of patients;
- (c) ensuring that the premises used for the purpose of carrying on the private dental practice are at all times fit for that purpose;
- (d) monitoring the quality and suitability of facilities and equipment, including maintenance of such equipment;
- (e) identifying, assessing and managing risks associated with the operation of the private dental practice to employees, patients, visitors and those working in or for the purposes of the private dental practice, including the steps taken in relation to regulation 13(5) and (6);
- (f) the creation, management, handling and storage of records and other information;
- (g) the provision of information to patients and others including clear notifications to patients of any charges payable for private dental services;
- (h) the recruitment, induction and retention of employees, their employment conditions and training requirements;
- (i) ensuring safe recruitment of staff including undertaking checks appropriate to the work that staff are to undertake;
- (j) ensuring that, where research is carried out in a private dental practice, it is carried out with the consent of any patient or patients involved, is appropriate for the practice concerned and is conducted in accordance with any up-to-date and authoritative published guidance on the conduct of research projects;
- (k) the arrangements for ensuring the health and safety of staff and patients;
- (l) the ordering, recording, administration and supply of medicines to patients;
- (m) the arrangements relating to infection control including hand hygiene, safe handling and disposal of clinical waste, housekeeping and cleaning regimes and relevant training and advice;
- (n) the arrangements for clinical audit;
- (o) the arrangements for emergency contingencies which ensure the continuous safe running of the private dental practice;

- (p) the provision of domiciliary services if such services are provided; and
 - (q) the arrangements for dealing with medical emergencies which ensure that staff who may be involved in dealing with a medical emergency receive appropriate training.
- (2) The policies and procedures referred to in paragraph (1) must be prepared having regard to the size of the private dental practice, the statement of purpose and the number and needs of the patients.
- (3) The registered person must prepare and implement written statements of policies to be applied and procedures to be followed for the care and treatment of patients who lack capacity within the meaning of the 2005 Act, which accord with the 2005 Act and any relevant Code of Practice and guidance.
- (4) The written statements referred to in paragraph (3) must include policies and procedures which ensure that—
- (a) the capacity of each patient to consent to treatment is assessed;
 - (b) in the case of a patient who lacks capacity, the requirements of the 2005 Act are complied with before any treatment proposed for the patient is administered; and
 - (c) information about the health, care and treatment of a patient who lacks capacity is disclosed only to those persons who need to be aware of that information in order to treat the patient effectively or minimise any risk of the patient harming himself or herself or another person.
- (5) Where domiciliary services are provided by the private dental practice, the registered person must—
- (a) prepare and implement written statements of policies to be applied and procedures to be followed for the provision of domiciliary services; and
 - (b) have regard to any national guidance on the provision of domiciliary services when preparing the written statements referred to in sub-paragraph (a).
- (6) The registered person must review the operation of policies and procedures implemented under this regulation and regulation 21 (complaints) at intervals of not more than three years and, where appropriate, revise and implement those policies and procedures.
- (7) The registered person must make available upon request by a patient, and any prospective patient, copies of the policies and procedures.
- (8) The registered person must retain copies of all policies and procedures referred in this regulation, including previous versions of policies and procedures that have been revised in accordance with paragraph (6), for a period of not less than three years from the date of creation or revision of the policy or procedure.
- (9) The registered person must make a copy of all written statements prepared in accordance with this regulation available for inspection by the registration authority.