

# Type B

## Sedation Inspection Guide and Checklist

### Introduction

This guide and checklist was developed by the College to assist Type B facility permit holders prepare for initial sedation facility inspections and re-inspections.

We encourage you to review each section in detail as not every item may be applicable to your situation. Requirements vary slightly for initial inspections and re-inspections. These differences are noted under each item. All items are mandatory unless specifically noted as a recommended or optional item.

This guide and checklist also lists documentation that may be requested by the Inspector in advance of the Inspection. Inspectors have the discretion to request the documentation in advance, during, or after the inspection. The facility permit holder **must comply** with the request and deadline provided by the Inspector. If documents are not provided when requested, the inspection may be cancelled at the Inspector's discretion.

The facility permit holder **may be required to pay an additional fee for inspections or re-inspections that are cancelled or re-scheduled less than 24 hours before the originally scheduled time**. Additionally, facilities due for re-inspection may be directed to cease sedation and general anesthesia until the re-inspection is completed and it is verified they are in compliance with the *Standard of Practice*. This includes inspections that are re-scheduled because the

facility did not provide requested documentation in advance.

### Attendance at the Inspection

It is recommended that a sedation provider attend the facility inspection and re-inspections.

The person attending the inspection must be able to identify the required equipment and demonstrate the equipment is functioning without the assistance of the Inspector. They must also be able to explain sedation procedures and emergency protocols, if asked.

The Inspector has the discretion to cancel the facility inspection if the person attending the inspection is not able to meet these requirements.

## Equipment

PRESENT

### RECOMMENDED EQUIPMENT

#### Defibrillator/AED

- Battery and defibrillator/AED pads must not be expired.
- Adult defibrillator/AED pads required.
- Pediatric defibrillator/AED pads required if treating patients under 3 years.
- Annual maintenance required.

### OPTIONAL EQUIPMENT FOR DENTAL FACILITIES

#### N<sub>2</sub>O/O<sub>2</sub> delivery system

- Must have:
  - Fail-safe mechanism that prevents delivery of gas with O<sub>2</sub> concentration <30%.
  - Pipeline inlet fittings, or pin-indexing, that do not permit interchange of connections with oxygen and nitrous oxide.
  - Reserve supply of oxygen that is ready for immediate use.
    - For a portable gas delivery system, the reserve supply of oxygen must be connected to the system (i.e. a “4-yoke” system).
    - For a centrally plumbed gas delivery system, two oxygen cylinders must be connected to the system at all times.
- Must receive annual maintenance or more frequent if recommended by the manufacturer.

## Emergency Drugs

All emergency kit drugs must be kept together in one location, with the exception of substances that require refrigeration and the portable oxygen which must be stored safely.

PRESENT

### MANDATORY EMERGENCY DRUGS

#### Portable E size cylinder of oxygen dedicated to emergencies

- Required for Type B Facilities.
- Must have a regulator and flowmeter connected and the wrench available.

### RECOMMENDED EMERGENCY DRUGS

#### Naloxone

- Due to the opioid epidemic in Ontario, it is recommended that dental facilities carry naloxone and that all staff are trained in the administration of naloxone.

## Documentation

The following documentation must be available 48 hours in advance of an inspection, if requested by the Inspector.

		PRESENT
<b>SEDATION/ANESTHESIA TEAM</b>		
Sedation Practitioners <ul style="list-style-type: none"> <li>• Full name registered with RCDSO and RCDSO Registration number</li> <li>• Life support training documentation:               <ul style="list-style-type: none"> <li>– Current CPR (HPC or equivalent) for each sedation practitioner.</li> <li>– Current ACLS                   <ul style="list-style-type: none"> <li>▪ Required for the provision of Parenteral Conscious Sedation (Single Drug) and Deep Sedation/General Anesthesia</li> <li>▪ Recommended for Oral Moderate Sedation Providers</li> </ul> </li> </ul> </li> <li>– PALS or PEARS               <ul style="list-style-type: none"> <li>▪ Current PALS <u>required</u> for all sedation providers who administer Deep Sedation/General Anesthesia to patients under 12 years, and all sedation providers who administer Oral Moderate sedation to patients under the age of 3</li> <li>▪ Current PALS <u>recommended</u> for all sedation practitioners who administer sedation to patients under 12 years.</li> </ul> </li> <li>– Note: Current is defined as 2 years unless the certificate expires after one year.</li> </ul>	<input type="checkbox"/>	
Sedation Team Members <ul style="list-style-type: none"> <li>• Life support training documentation: Current CPR (HCP or equivalent)</li> <li>• ALCS, PALS and/or PEARS, if required</li> <li>• Proof of registration with regulatory body (i.e. CNO, CRTO)</li> </ul>	<input type="checkbox"/>	
<b>SEDATION/ANESTHESIA DOCUMENTS</b>		
Medical History	<input type="checkbox"/>	
Out-of-facility Instructions for sedatives/anxiolytics (if applicable)	<input type="checkbox"/>	
Pre-Sedation Instructions	<input type="checkbox"/>	
Post-Sedation Instructions	<input type="checkbox"/>	
Emergency Protocols <ul style="list-style-type: none"> <li>• Fire evacuation protocol – only required for the facility.</li> </ul>	<input type="checkbox"/>	
Annual equipment maintenance or invoice <p>Must provide an invoice (if recently purchased) or maintenance report from third party dated within the previous 12 months, for the following equipment.</p> <ul style="list-style-type: none"> <li>• Defibrillator/AED, if present in facility</li> <li>• N<sub>2</sub>O/O<sub>2</sub> delivery system, if present in facility</li> </ul>	<input type="checkbox"/>	
Recommended maintenance for other equipment <ul style="list-style-type: none"> <li>• Portable auxiliary systems for battery-powered suction</li> </ul>	<input type="checkbox"/>	

**SEDATION RECORDS – RE-INSPECTIONS ONLY**

## Sedation records

- 3 sedation records for each practitioner who administered sedation at the facility in the last 36 months.
  - Sedation records must be in PDF format, organized by practitioners and patients, and be clear and legible. No other documentation from the patient chart is required.
- If treating pediatric and adult patients, must submit at least one of each.

**ANNUAL MAINTENANCE – RE-INSPECTIONS ONLY**

Required for the following equipment for each year since the last facility inspection. If the equipment was replaced mid-inspection cycle then the facility must provide maintenance for the retired equipment and invoice for the new equipment.

- Defibrillator/AED if present in facility
- N<sub>2</sub>O/O<sub>2</sub> delivery system, if present in facility

**Questions?**

Contact the Facility Inspection Program via [sedation@rcdso.org](mailto:sedation@rcdso.org) or email the College Inspector assigned to your inspection directly.