

Dental Health Program Guidelines

Recommended Community Standards

- Assess oral health status and needs so that problems can be identified and addressed
- Mobilize community partnerships between policy makers, professionals, organizations, groups, the public and others to identify and implement solutions to oral health problems
- Assure the availability, access, and acceptability of oral health services by enhancing system capacity, including directly supporting or providing services when necessary
- Assure optimal fluoride levels in community water supplies where feasible.
- Promote community preventive programs and oral health education in the school environment

Recommended Health Department Standards

- If necessary to assure access to dental treatment, local Health Districts may elect to establish locally funded dental public health programs to provide a mix of comprehensive preventive and direct care services consistent with the State's public health dentistry programs.
- Non-dental Health department staff will identify available dental care resources and refer clients as appropriate.
- Health department staff will be encouraged to provide oral health education in non-dental clinical settings and encourage the use of topical fluoride varnishes

Recommended Dental Clinic Standards

Administration

- The dentist will communicate regularly with the Health Director to discuss program needs, plans and budget requirements.
- Procedure and operational guidelines for each program will be maintained.
- Position descriptions for dentists, auxiliaries and staff will be reviewed annually. Expectations for performance will be established consistent with local and State Human Resources policies and clearly communicated to staff.
- Statistical data on clinic activity will be entered on the DH1214 record and submitted monthly to the Dental Health Program in Richmond. A record of significant non-clinical activities will be maintained for each program.
- An annual inventory of major equipment will be performed in combination with regular preventive maintenance procedures to ensure proper operation and to identify equipment needs.

Clinical Records

- Consent forms will be signed by the parent or legal guardian and reviewed at appropriate intervals by the dentist.
- Medical histories will be properly completed, updated, reviewed and signed annually. When necessary, translators will be used to assist patients with forms or language appropriate forms will be made available.
- Permanent records will include accurate charting of conditions, treatment planning, documentation of treatment provided, necessary diagnostic x-rays, referral instructions,

parental notification and documentation of medications prescribed or dispensed consistent with the instructions for completion of the currently recommended form DH 1224.

- Any treatment that cannot be completed should be related to the patient or guardian and noted on the permanent record. An appropriate referral for completion of the necessary care must be made and documented.

Clinical Operations

- Clinics must be in compliance with current standards for protection of patients and staff including:

OSHA Bloodborne Pathogen Standard
OSHA Hazard Communication Standard
OSHA General Safety Standard
Virginia Department of Health Radiation Safety Regulations

- The *American Academy of Pediatric Dentistry* website <http://www.aapd.org/> will be used as a reference for standard operating procedures subject to the resource constraints of the patients and the Health Department facility, as well as patient compliance and cooperation.
- The following process measures will be tracked to assess appropriateness of individual program activities relative to State averages: service mix, clinical time, patient visits, individuals served per FY, dollar value of services delivered.
- Appointments should be scheduled in order to complete treatment plans in a reasonable time frame and to maintain continuity of care.
- Documentation of continuing education must be maintained consistent with the Board of Dentistry requirements.

