

Excel Training Programme (ETP)

Aims - To ensure the whole team fully understands all elements of the Excel certification programme

Objectives

- Gain an understanding of the benefits of the programme to patients and the practice
- Explore the process and scope of practice assessments, including the Excel Practice Assessment and subsequent Excel Audit Reviews
- Understand DEPPA and the OHS, including the underpinning evidence base, benefits and an opportunity to experience the software in a test environment
- Gain further insight into the importance of communication supported by the suite of Excel patient literature
- Understand the process of conducting an Excel patient survey and how this can be used by the practice

Anticipated outcomes

By the end of the training, participants will:

- Have a clear understanding of all components of the Excel programme
- Gain confidence in implementing the programme into the practice
- Have gained practical experience of using DEPPA

GDC developmental outcomes: A,B,C,D

Excel Practice Assessment (EPA)

Aims - To audit the practice and dental practitioners seeking Excel certification or re-certification against the Excel standards and assess compliance with essential, expected and best practice criteria.

Objectives

- Assess the practice and participating dentists against key legislative and regulatory requirements in the fields of facilities, patient focus, infection control, risk management and patient safety, practice management, documentation and legislation, radiology, record keeping and CPD
- Audit a random sample of patient clinical records
- Assess usage of DEPPA and OHS
- Provide bespoke feedback on results of the audit

Anticipated outcomes

By the end of the assessment, participants will have:

- Gained a thorough insight into the practice's and participating dentist's performance against the published Excel standards
- Identified areas for potential developmental focus
- Received a bespoke post-assessment report

GDC developmental outcomes: A,B,C,D

Excel Audit Review – Record keeping (EAR)

Aims - To conduct an audited self-assessment of all Essential items within the Excel programme including a published checklist of required documents and certificates.

To audit a random sample of patient clinical records against published criteria.

Objectives

- To review compliance with all mandatory Essential items within the Excel programme, including a random sampling to confirm compliance.
- To conduct a record card audit of a random sample of clinical records and provide feedback.
- Provide bespoke post assessment feedback for the practice and participating dentists

Anticipated outcomes

By the end of the assessment, participants will have:

- Gained an insight into the practice's and participating dentist's performance against the published Excel standards
- Identified areas for potential developmental focus in relation to best practice in record keeping
- Received a bespoke summary report of the audit results

GDC developmental outcomes: A,B,C,D

Excel Audit Review – Infection control (EAR)

Aims - To conduct an audited self-assessment of all Essential items within the Excel programme including a published checklist of required documents and certificates.

To review all aspects of decontamination and infection control applicable to the practice and participating dentists

To audit a random sample of patient clinical records against published criteria.

Objectives

- To review compliance with all mandatory Essential items within the Excel programme, including a random sampling to confirm compliance.
- To conduct an audit of decontamination processes
- To audit policies and protocols relating to infection control
- To conduct a record card audit of a random sample of clinical records and provide feedback.

Anticipated outcomes

By the end of the assessment, participants will have:

- Gained an insight into the practice's and participating dentist's performance against the published Excel standards
- Identified areas for potential developmental focus in relation to decontamination, infection control and record keeping

- Received a bespoke summary report of the audit results

GDC developmental outcomes: A,B,C,D

Excel Audit Review – Team audit (EAR)

Aims - To conduct an audited self-assessment of all Essential items within the Excel programme including a published checklist of required documents and certificates.

To assess the practice team's approach to the delivery of patient centred care

To audit a random sample of patient clinical records against published criteria.

Objectives

- To review compliance with all mandatory Essential items within the Excel programme, including a random sampling to confirm compliance.
- To audit the practice team in relation to training and development, appraisal, indemnity, contractual requirements and record keeping
- Provide a bespoke post assessment feedback for the practice and participating dentists

Anticipated outcomes

By the end of the assessment, participants will have:

- Gained an insight into the practice's and participating dentist's performance against the published Excel standards
- Identified areas for potential developmental focus in relation to teamworking
- Received a bespoke summary report of the audit results

GDC developmental outcomes: A,B,C,D