

Accreditation resources

Your evidence checklist

Indicator	ADA templates and resources To be customised and implemented to comply with NSQHS Standards	Introductory	Reaccreditation
1.1	Governance for Safety and Quality Policy (ADA Template) The practice must provide a Governance for Safety and Quality policy		
1.3.1	Position Description (ADA Template) One position description for each role in the practice. Example: hygienist/dentist/practice manager/dental assistant and receptionist must be provided. These can be de-identified if you choose.		
1.5.1	Organisation-wide Risk Register (ADA Template) The practice must have completed a risk assessment and provide a working risk register that outlines identified risks and risk management strategies.		
1.8.1	Medical History One de-identified copy of a Medical History/Health Assessment document which includes both medical and medication history and areas to assist in identifying patients who are 'at risk'.		
1.9.2	Health Records Audit (ADA template) One completed health record audit result that complies with the Dental Board of Australia guidelines on dental records must be provided.	■	
1.10.2	Performance Review (ADA template) Two members of staff performance reviews or workforce performance evaluation records. These can be de-identified if you choose.		
1.12.1	Education and Training Register (ADA template) A register of education and training completed by practice staff.	■	
1.14.1 3.2.1 4.4.1 5.2.1	General Incident Register (ADA template) A completed general incident register. A blank register is acceptable only when accompanied by a statement indicating that the practice has no history of incidents. All incidents that occur within the practice can be recorded using the one general incident register.		
1.15.1	Compliments and Complaints Register (ADA template) A completed register. A blank register is acceptable only when accompanied by a statement indicating that the practice has no history of compliments or complaints. This can be de-identified if you choose.		
2.4.1	Partnering with Consumers Policy (ADA template)		

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3.1.1	Preventing and Controlling Healthcare Associated Infections Policy (ADA Template)		
3.1.1	ADA Guidelines for Infection Prevention and Control Declaration One declaration completed by each registered dental practitioner of the practice must be provided. Go to ada.org.au/Campaign/IC-Declaration to fill in the form.		
3.5.1	Hand Hygiene Audit (ADA Template) One completed hand hygiene audit result that complies with current national hand hygiene guidelines must be provided.		
3.6.1	Workforce Immunisation Register (ADA template) Completed workforce immunisation register that complies with current national guidelines must be provided listing all practice staff and the immunisations applicable to each staff member. This can be de-identified if you choose.		
3.15.3	Environmental Cleaning Audit Results or Schedule (ADA template) The practice's usual daily/weekly/monthly cleaning schedule/register or environmental cleaning audit results must be approved.		
3.16.1	Autoclave Calibration/Validation Records A copy of the most recent calibration/validation records for all autoclaves to be provided or a report from your service technician confirming the results of your calibration/validation process on all autoclaves performed within the last 12 months.		
4.1.1	Medication Safety Policy (ADA template)		
4.2.1	Medication Management Systems Audit Results (ADA template) Medication management audit results identifying risks to patient safety and aligned to State/Territory jurisdictional requirements must be provided.		
5.1.1	Patient Identification and Procedure Matching Policy (ADA template)		
6.1.1	Clinical Handover Policy (ADA template)		

Recommended ADA templates

[The Infection Control Manual](#)

[The Work Health and Safety manual](#)

Need help? Contact us

National program and Northern Territory
Danielle Edwards
ADA National Accreditation Manager
T: 0428 865 841
E: Danielle.edwards@ada.org.au

New South Wales
T: 02 8436 9927
E: accreditation@adansw.com.au

Victoria/ Tasmania
T: 03 8825 4600
E: ask@adavb.org.au

South Australia
T: 08 8272 8111
E: membership@adasa.asn.au

Western Australia
T: 08 9211 5600
E: adawa@adawa.com.au

Queensland
T: 07 3252 9866
E: consultancy@adaq.com.au