

Sample Internal Audit Checklist for Denturist Clinics

Hand Hygiene

	Is hand hygiene performed:
<input type="checkbox"/>	Immediately before putting on and immediately after taking off PPE, especially gloves.
<input type="checkbox"/>	Immediately before and after any form of direct contact with another individual in the work environment.
<input type="checkbox"/>	Immediately before and after eating, drinking, and using the washroom.
<input type="checkbox"/>	Immediately before accessing clean supplies.
<input type="checkbox"/>	Immediately after contact with environmental surfaces and other potentially contaminated surfaces (i.e. instruments or equipment) – this is inclusive of any instance in which a staff member engages in reprocessing activities of any kind.
<input type="checkbox"/>	When alcohol-based hand rub (minimum 70% alcohol content) is used, do hands remain wet for the full recommended minimum of 15 seconds?
<input type="checkbox"/>	When medical grade soap and running water is used, are all hand and wrist surfaces washed for a minimum of 15 seconds in a designated hand hygiene sink?
<input type="checkbox"/>	Are nails kept short, well-groomed, and free of chipped nail polish?
<input type="checkbox"/>	Should any cuts or open wounds be present, are they properly covered and protected using a waterproof dressing?

Routine Practices

<input type="checkbox"/>	Overall, is the appropriate PPE worn for the activities in which it is required for?
<input type="checkbox"/>	Is the appropriate PPE worn when decontamination activities are being performed?
<input type="checkbox"/>	Are clean gloves put on before disinfecting the operatory?
<input type="checkbox"/>	Is PPE put on in the correct sequence? This sequence being hand hygiene, gown, mask/respirator, eye protection, and gloves.
<input type="checkbox"/>	Is PPE taken off in the correct sequence? This sequence being gloves, gown, hand hygiene, eye protection, mask/respirator, and hand hygiene.
<input type="checkbox"/>	Is all contaminated PPE taken off immediately following the activity for which it was used?

Operatory Cleaning

<input type="checkbox"/>	Upon completion of a procedure, are contaminated items and waste gathered in the appropriate sequence?
<input type="checkbox"/>	Are all contaminated items placed in a covered waste receptacle prior to cleaning and disinfecting the operatory?
<input type="checkbox"/>	Are all contaminated instruments transported from the operatory to the reprocessing area in an enclosed, leak-proof, and puncture resistant container?
<input type="checkbox"/>	Are waste receptacles in the operatories maintained throughout the day (i.e. they are never overfilled with waste)?
<input type="checkbox"/>	Are disposable sharps removed and disposed of in a leak-proof and puncture-resistant container that displays the universal biohazard symbol at the point-of-care in the operatory?
<input type="checkbox"/>	Are clean gloves put on before disinfecting the operatory?
<input type="checkbox"/>	Do surfaces that are being disinfected remain wet for the full dwell time as specified by the manufacturer's instructions for use (MIFU)?
<input type="checkbox"/>	Are all surfaces in the operatory environment being wiped down between each patient? This includes surfaces such as counters, devices, pens, containers, bottles, and chairs.