

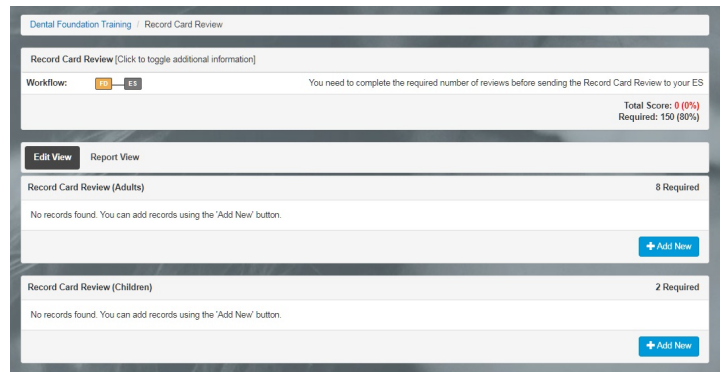
Information Sheet 7 – Using the Records Review

Introduction

The patient Records Review is scheduled for month four in the DFT, and DTFT ePortfolio, and is also available in the PLVE ePortfolio. It is a simple audit of existing patient records, eight adult and two children, and has a simple scoring system. A score of 80% is required as a minimum. The review can be repeated if the score is below 80% or if desired for any other reason.

Commencing a Records Review

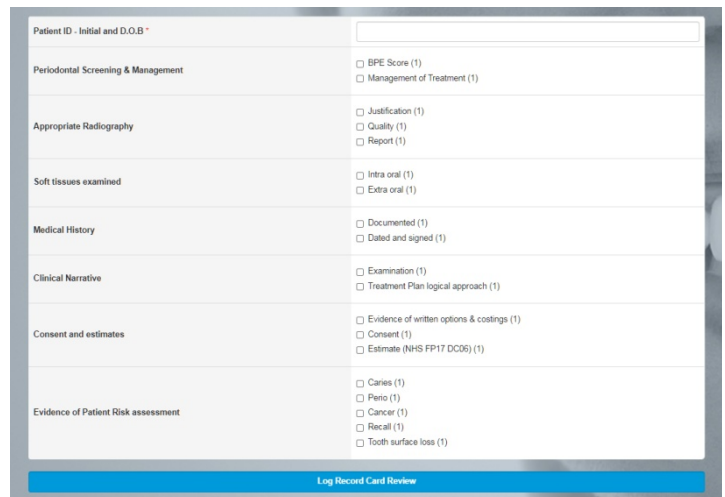
The review is commenced by clicking on the 'Add New' button on either the adult or child section of the Record Review form. A running total of the score is visible, together with tabs to toggle between the 'Edit' view and the 'Report' view.



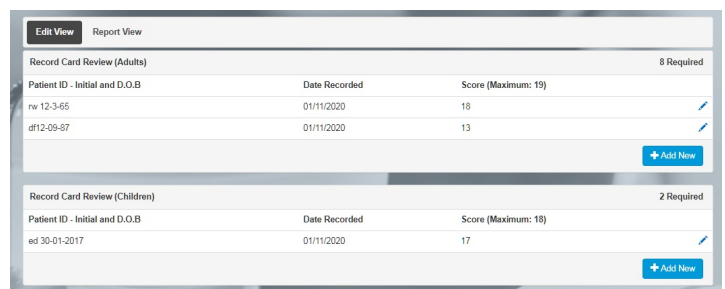
Entering Data

Each record review requires entry of an identifier consisting of patient initials and their date of birth. This will allow that record to be located within the practice records for checking the review at a later date. The individual items of the review have a tick placed against them if they are present in the patient record.

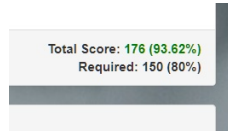
You are required to enter the data from eight adult patient records and two child patient records.



As you work through the review, a summary will appear in the main page of the form. To check or amend an individual review item before completion, click on the 'pencil' edit icon at the end of each review item summary.



Clicking on the 'Report' view tab will give an overall report of the records that have been reviewed.



Your score will also be displayed at the top of the page.

When sufficient records have been completed, the 'Add New' button will disappear, and a 'Send Forward' button will appear in the workflow indicator. The form can now be sent to your educational supervisor for their approval, but before doing this, **do NOT forget** to complete the Managerial and Leadership evidence checklist at the bottom of the form.

Educational Supervisor Approval

When the review is 'sent forward' the Educational Supervisor will be able to see a summary of the report and has the option to send the review back for amendment or to mark the review as 'Complete'.

You can commence a repeat Review once the current review has been completed using the 'Start Repeat' button which appears.

November 2020.

Edit View **Report View**

Record Card Review (Adults)

Patient ID - Initial and D.O.B	Periodontal Screening & Management	Appropriate Radiography	Soft tissues examined	Medical History	Clinical Narrative	Consent and estimates	Evidence of Patient Risk assessment	Total
rt 03-04-1998	BPE Score - 1 Management of Treatment - 1	Justification - 1 Quality - 1 Report - 1	Intra oral - 1 Extra oral - 1	Documented - 1 Dated and signed - 1	Examination - 1 Treatment Plan logical approach - 1	Evidence of written options & costings - 1 Consent - 1 Estimate (NHS FP17 DC06) - 1	Caries - 1 Perio - 1 Cancer - 1 Recall - 1 Tooth surface loss - 1	19
ms 07-04-1987	2	3	2	2	2	3	5	19
rt 25-11-1946	2	3	2	2	2	1	5	17
si 16-04-1964	2	3	2	2	2	3	5	19
gh 31-10-1951	2	3	2	2	2	2	5	18
ew 23-05-1954	2	3	2	2	2	3	4	18
rw 12-3-65	2	3	2	2	2	3	4	18
df12-09-87	2	2	1	1	1	3	3	13

Record Card Review (Children)

Patient ID - Initial and D.O.B	Periodontal Screening & Management	Appropriate Radiography	Soft tissues examined	Medical History	Clinical Narrative	Consent and estimates	Evidence of Patient Risk assessment	Total
hb 30-10-2019	BPE Score - 1 Management of Treatment - 1	Justification - 1 Quality - 1 Report - 1	Intra oral - 1 Extra oral - 1	Documented - 1 Dated and signed - 1	Examination - 1 Treatment Plan logical approach - 1	Evidence of written options & costings - 1 Consent - 1 Estimate (NHS FP17 DC06) - 1	Caries - 1 Perio - 1 Recall - 1 Tooth surface loss - 1	18
ed 30-01-2017	2	3	2	2	2	2	4	17

Management & Leadership evidence

Professionalism

Appraisal

Record Card Review [Click to toggle additional information]

Workflow: **FR** **ES** **Send Forward**

Total Score: 176 (93.62%)
Required: 150 (80%)

Edit View **Report View**

Record Card Review (Adults) 8 Required

Patient ID - Initial and D.O.B	Date Recorded	Score (Maximum: 19)
rt 03-04-1998	01/11/2020	19
ms 07-04-1987	01/11/2020	19
rt 25-11-1946	01/11/2020	17
si 16-04-1964	01/11/2020	19
gh 31-10-1951	01/11/2020	18
ew 23-05-1954	01/11/2020	18
rw 12-3-65	01/11/2020	18
df12-09-87	01/11/2020	13

Required number of records have been added.

Record Card Review (Children) 2 Required

Patient ID - Initial and D.O.B	Date Recorded	Score (Maximum: 18)
hb 30-10-2019	01/11/2020	18
ed 30-01-2017	01/11/2020	17

Required number of records have been added.

Dental Foundation Training / Record Card Review

Record Card Review [Click to toggle additional information]

Workflow: **FR** **ES** **Send Back** **Complete**

Total Score: 176 (93.62%)
Required: 150 (80%)

NOTE TO ES: 8 record cards of adult dentate patients (including 2 perio cases) and 2 record cards of child adolescent patients who have recently undergone treatment. A minimum score of 80% has been the standard set. A score of less than 80% should be discussed with your Foundation Dentist and the Review repeated. If a score of 80% or more has not been achieved by the end of Month 5, this should be noted in your Report for the IRCP.

Record Card Review (Adults)

Periodontal Screening & Management	Appropriate Radiography	Soft tissues examined	Medical History	Clinical Narrative	Consent and estimates	Evidence of Patient Risk assessment	Total
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Dental Foundation Training / Record Card Review

Record Card Review [Click to toggle additional information]

Workflow: **FR** **ES** **Start Repeat for Record Card Review**

Total Score: 176 (93.62%)
Required: 150 (80%)

Record Card Review (Adults)

Periodontal Screening & Management	Appropriate Radiography	Soft tissues examined	Medical History	Clinical Narrative	Consent and estimates	Evidence of Patient Risk assessment	Total
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