

## **Internal Auditing and Health & Safety Awareness in Preparation for a CQC Practice Visit**

Date and venue:  
**Friday 7<sup>th</sup> September, 2012**  
**Alverton Manor Hotel, Truro**

Course Organiser:  
Carrie Bradburn, Dental Postgraduate Tutor

Course Lecturer:  
**Jane Bonehill, Denmed**

### **Programme**

<b>0900- 09.30</b> 09.30 -11.00	<b>Registration and Coffee/Tea</b> Corporate governance and quality management Types of audits and different approaches
<b>11.00 -11.15</b> 11.15-12.45	<b>Coffee/Tea/Biscuits</b> Audit process Measure compliance and validate outcomes Competencies of an auditor
<b>12.45-13.30</b> 13.30-15.00	<b>Lunch</b> Understand responsibilities and accountabilities of all members of the dental team, in particular the registered manager with regards to Health and Safety Understand CQC Essential Standards of Quality and Safety and how to evidence a range of outcomes
<b>15.00-15.15</b> 15.15-16.30	<b>Coffee/Tea/Biscuits</b> Be able to determine how to apply the five steps to health and safety management
<b>16.30</b>	<b>Close</b>

**Aim:-** To raise general awareness of health and safety and the need to develop audit as it applies to day-to-day activities within the dental practice in preparation for a CQC practice visit

**Objectives:-** By the end of the course delegates will have an increased understanding of:-  
The purpose of, and key features involved in, an audit system  
Designing, planning and undertaking an audit against CQC outcomes  
Responsibilities and accountabilities of all members of the dental team, in particular the registered manager  
CQC Essential Standards of Quality and Safety and how to evidence a range of outcomes