

CHECKLIST FOR THE INSPECTION OF EXISTING DENTAL SCHOOLS

Basic information about the Institution:

Name of institution _____

County _____

Physical address _____

Registration status Yes/No _____

Name of Registration body _____

Name of Contact person _____

Telephone _____ Email address _____

Designation of contact person _____

Scoring System:

Scoring criteria

0 – not met

1 – <50% Partially met

2 - => 50% partially met

3 – Fully met

NB: For partial scores, they will be subdivided in to a grading system of

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ID	Standards title	Indicator	Means of verification	Mandatory Scores	Partial Scores	Comments
1.0	GOVERNANCE AND MANAGEMENT					
1.1	Vision, Mission, Philosophy					
1.1.1.	Vision	Vision of training institution	Written statement of the vision that is relevant to the training of dentists and alligns to the values of training institution awarding the degree			M
1.1.2.	Mission	Mission of training institution	Written statement of the mission that is relevant to the training of dentists and alligns to the values of training institution awarding the degree			M

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1.1.3.	Philosophy	Philosophy of training institution that addresses quality of education with respect to acquisition of professional competence in line with the national health needs and priorities	Written statements addressing: 1. Social responsibility and community involvement, 2. Relevance of education with respect to service needs, 3. Lifelong learning, 4. Core values including ethics, integrity, respect for human rights, team work spirit 5. Graduates prepared to undertake specialist training programs for quality patient care and leadership		M
1.1.4.	Strategic Plan	5 year Strategic plan linked to the parent institution and the national health needs and priorities	Presence of Strategic Plan for the training institution		M
1.2.	Legislation	Certificate from Boards/Councils Letter of authority/charter from Com responsible for HE	Recognition certificate by Boards/Councils Certificate of charter or interim letter of authority		M

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1.3.	Leadership Structure						
1.3.1.	Management structure	Organogram	Defined and documented organizational structure				M
1.3.2.	Dean	Dean in office Appointment letter	The dean present in person, Appointment letters, academic certificates and CVs				M
1.3.3.	Head of departments	4 heads of department in office Appointment letter	The HODs present in person, Appointment letters, academic certificates and CVs				M
1.3.4.	Relevant standing Committees	Total of 3 standing committees	Standing committees handling 1. Curriculum 2. Examinations 3. Timetabling				M
1.3.5.	School Board	School Board established Dean, Heads of department and entire faculty	The School board members present in person Appointment letters and CVs List and Minutes of meetings				M

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1.3.6.	At least one administrator and appropriate support staff	Appointment letter	Letter of appointment and CVs List of support staff		M
1.3.7.	Student Representation	Student appointments	Documented evidence and presence of student representation in accordance with Com responsible for HE regulations		M
1.4.	Financial resources and management				
1.4.1.	Financial systems with clear policies and procedures	Financial policy	Policy with clear policies on financial management		P
1.4.2.	Financial plan and 5 year budget	Budget for 5 year training cycle	Financial plans, investment plans, development plans, and Annual budget		M
1.4.3.	Audited accounts of the institution	Audited accounts	Annual audited accounts		M
2.0.	ACADEMIC PROGRAM				

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2.1.	Curriculum	Approved curriculum indicating mode of delivery and examination policy	Policy on means of approval process	M
2.2.	Admission policy and selection	Admission and selection criteria	Evidence of compliance with the admission and selection requirements stipulated by the Boards/Councils and Com responsible for HE	M
2.3.	Student Indexing	List of students indexed	Evidence of submission of student to be indexed submitted to the Boards/Councils	M
2.4.	Student admission	Student admission list	A list of admitted students and their qualifications	M
2.5.	Program management	Reports of Planning meetings and assessment activities	Evidence of ongoing planning, assessment of and improvement of educational quality and program effectiveness at the dental school	M
3.0.	RESEARCH AND INNOVATION			

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3.1.	Research Policy	Policy in place	Research policy with identified thematic areas aligned to national research policy Incentives to encourage research				
3.2.	Research funds	Funds allocated to research	Evidence of funds allocated to research activities in line with Commission/Council Responsible for HE regulations				
3.3.	Documentation and dissemination of research	Research reports	Dissemination forums and presence of research reports				
4.0.	PHYSICAL INFRASTRUCTURE						
4.1.	Amenities						

None

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4.1.	Teaching/tutorial rooms	Commission responsible for HE certificate	<p>Inspection of teaching/tutorial rooms for compliance with guidelines of Com responsible for HE including</p> <ul style="list-style-type: none"> ▪ Audio-visual equipment ▪ Chair and table per student ▪ Lighting and ventilation ▪ Certified Fire and safety equipment 			
4.2.	Administrative Offices	Commission Responsible for HE certificate	<p>Evidence of staff offices as per CUE regulation</p> <p>Dean's office</p> <p>HOD's offices</p> <p>Departmental Offices</p> <p>Secretarial offices</p> <p>Faculty offices</p> <p>Non-academic member's staff room</p>			

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4.3.	Learning resource Centre	Library meeting the Commission Responsible for HE standards.	<ul style="list-style-type: none"> • Available library • Computer lab with computer to student ratio of 1:10 • Internet accessibility • Accessible printing, photocopying and binding facilities. 			
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4.4.	Teaching Clinics*	Functional teaching clinics	<ul style="list-style-type: none"> • Dental units with a student to unit ratio of 2:1 • Patient to student ratio of 2:1 per day. • Equipment, Instruments and supplies according to (Appendix 1) • Accessibility to a sterilisation facility • Equipment and supplies bay with proper cross infection protocol • Timetables • Quality assurance on infection control (appendix 2) 			
4.5.	Skills Laboratories	<p>Functional teaching clinics</p> <p>Availability of suitable patients</p> <p>Equipment, Instruments and supplies</p> <p>Sterilisation facility</p> <p>Equipment and supplies bay</p> <p>Clinical Schedules</p> <p>Infection control & occupational safety mechanisms and protocols</p>	<ul style="list-style-type: none"> • Access to the basic life support training equipment (Appendix 3) 			
4.5.1.	Basic life support kit	Basic life support training equipment.	<ul style="list-style-type: none"> • Access to the basic life support training equipment (Appendix 3) 			

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4.5.2.	Phantom Head	Phantom head equipment	<ul style="list-style-type: none"> Access to phantom head equipment (Appendix 4) 			
4.6.	Radiography					
4.6.1.	Radiography rooms	Radiography rooms Radiology Certificate	Certified radiography rooms			
4.6.2.	Radiography equipment & supplies	Radiography equipment & supplies	Access to Radiography equipment & supplies (Appendix 5)			
4.7.	Dental laboratory					
4.7.1	Dental lab space	Commission Responsible for HE Certificate	Dental lab space in accordance to Commission Responsible for HE guidelines			
4.7.2	Dental laboratory equipment and supplies	Equipment and supplies	Availability of dental laboratory equipment and supplies (Appendix 6)			
4.8.	Oral Pathology Laboratory					
4.8.1	Oral Pathology Laboratory space	Commission Responsible for HE certificate	Oral Pathology Laboratory space in accordance with Commission Responsible for HE guidelines			

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4.8.2	Oral Pathology Laboratory equipment	Oral Pathology Laboratory equipment and supplies	Accessibility to oral Pathology Laboratory equipment and supplies (Appendix 7)			
4.9	Oral biology laboratory					
4.9.1	Oral biology laboratory space	Commission Responsible for HE certificate	Oral biology laboratory space in accordance to Commission Responsible for HE guidelines			
4.9.2	Oral biology laboratory equipment	Oral biology laboratory equipment & supplies	Oral biology laboratory equipment & supplies (Appendix 8)			
4.0.	HUMAN RESOURCES					
5.1.	Academic Staff					
5.1.1.	Staff Policy	<ul style="list-style-type: none"> Recruitment & Retention & development policy 	Policy that contains staff recruitment, retention and development guidelines including training			
5.1.2.	Academic staff numbers					
5.1.2.1	Basic Science staff: student ratio of 1:12	Calculated ratio	List and presence of all Faculty and student as per recommended ratio			

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5.1.2.2	Clinical staff : Student ratio of 1:4	Calculated ratio	List and presence of all Faculty and student as per recommended ratio		
5.1.3.	Specialist	4 specialists (one specialist in each of the thematic areas)	List of specialists covering each of the four thematic areas: -Oral and maxillofacial surgery -Restorative dentistry -Community dentistry -Pediatric dentistry		
5.2.	Technical and support staff				
5.2.1	Technical Staff (Must include Laboratory technologists, Dental technologist, Radiographers)	6 technical and support staff	List and letters of appointment and CVs: Administrative & Support staff Dental technologists Radiographers Biomedical engineering technician Laboratory technologists Dental surgery assistant and or nurses		
5.3	Performance appraisal for faculty	Performance appraisal reports	Faculty performance appraisal report		
6.0.	STUDENT AFFAIRS				

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6.1.	Guidance and counselling	Support and counselling policy Career guidance and linkage to alumnus and labour market	<ul style="list-style-type: none"> • Counselling policy document • Counsellors • Counselling facilities • Career guides and prospectus • Linkages with alumnus and professional associations 			
6.2.	Social welfare	Policy on social welfare	<ul style="list-style-type: none"> • Policy document on social welfare provision • Evidence of accessible social amenities. • Access to spaces for spiritual activities 			
6.3.	Student conduct	Guidelines on student conduct	<ul style="list-style-type: none"> • Guidelines on student conduct & disciplinary process 			
6.4.	Accommodation	Accessible and secure accommodation for students	<ul style="list-style-type: none"> • Adequate physical accommodation facility for students • Features of security, safety and accessibility 		P	

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6.5.	Transport	Availability of appropriate transport to and from placement centre	Presence of student transport vehicle or organised transport arrangement			
6.5.	Healthcare	Accessible healthcare services	<ul style="list-style-type: none"> Outpatient & inpatient facility 			
7.0.	PROGRAM MONITORING AND EVALUATION					
7.1.	Policy on quality assurance	Policy	Document			M
7.2.	M&E Framework	M&E Plan/Schedule	Annual M&E report for the program (including feedback from graduates for programs that have completed a full cycle)			
7.3.	Stakeholders feedback	Student feedback reports	Student, staff, alumni and employer feedback report			

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APPENDICES

Appendix 1: Equipment and Tools for Dental Healthcare Services:

1. Dental chair and unit in functional state.
2. Compressor.
3. Suction machine.
4. Autoclave.
5. Amalgamator.
6. Light cure machine.
7. Intra-oral machine.
8. Ultra-sonic scaler.
9. High speed and low speed hand pieces.
10. Overhead light.
11. Operators chair and assistant's chair.
12. Stainless steel sink with running water.
13. Lockable instruments cabins.
14. Disposable bins with foot control (plastic/ metallic).
15. Amalgam filter.
16. Sharps disposable bin.
17. Refrigerator.

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18. Emergency tray (disposable syringes, adrenaline, hydrocortisone, iv canulas, hydrocortisone).
19. Dental syringes.
20. Amalgam restoration tray; (amalgam carrier, amalgam condenser, curver, burnisher, matrix holder, and bands, wedges, calcium hydroxide applicator, caries excavator and rotary burs).
21. Composite Restoration Tray i.e. (caries elevator, cement applicator, enamel/dentine bonding agent, acid etch set, composite resin, mylar strips, composite polishing strips, plastic applicators and rotary burs)
22. Endodontic tray-either rotary/ hand instruments i.e. (reamers and files, barbed broaches, gutter percha condenser, gutta percha, paper points, root canal disinfectant, root canal obturation cement, rubber dam kit and canal irritants).
23. Diagnostic tray (mirror, probe, tweezers, periodontal probe, cotton rolls and vitality test kit)
24. Assorted impression trays (upper edentulous, lower edentulous, lower dentate (no. 1-3), upper dentate (no. 1-3), paedo trays (upper and lower) and impression materials).
25. Surgery tray includes all the following:
 26. Periosteal elevator.
 27. Blade holder and blades.
 28. Tissue forceps.
 29. Needle holder.
 30. Sutures.
 31. Surgical scissors.
 32. High speed evacuation tips.
 33. Lower molar forceps.

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34. Upper molar forceps (left and right).
35. Lower premolar forceps.
36. Lower anterior forceps.
37. Lower root forceps.
38. Upper anterior forceps.
39. Upper root forceps.
40. Crier's elevator (left and right).
41. Straight elevators (no. 1, 2 and 3).
42. Root tip elevator (left and right).
43. Haemostatic pack.
44. Socket antiseptic pack.

Consumable Dental Biomaterial:

1. Local anaesthetic solution and needles.
2. Sterile gauze.
3. Disposable gloves (assorted sizes).
4. Disposable face masks.
5. Personal protection equipment.
6. Surface barriers.
7. Rubber dam kit.

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8. Cotton rolls.
9. Zinc oxide eugenol cement.
10. Calcium hydroxide based cement.
11. Glass Ionomer cement.
12. Amalgam capsules (assorted sizes).
13. Root canal irrigants.
14. Gutta percha and root canal filler.
15. Impression material.
16. Intra-canal medicaments.
17. Prophylaxis paste/pumice.
18. Disclosing tablets.
19. Disposable saliva injectors.
20. Medical glassed and compressors are provided for in a safe manner.
21. Policies, procedures and guidelines in place and in use as regards procurement, storage, requisition, dispensing before expiry, labelling, installation, maintenance, administration and disposable of dental medication, materials, equipment's and instruments in line with international standards and manufacturers guidelines.
22. There are policies and procedures in place to govern the management of dental materials.

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Appendix 2: Infection prevention and control

1. Hygienic practices observed during dental procedures.
2. The dental facility has an infection control committee/team, program, processes that is documented and effective.
3. There are written and followed policies and procedures in place for overall handling of infectious and hazardous material.
4. A waste management program for collection, segregation, storage and disposal of bio-medical waste is available and done.
5. Clinical waste is kept in designated areas in lockable containers while awaiting disposal.
6. Availability of sharps disposal facilities/ safety boxes.
7. Personal protective wear available and in use (Observe).
8. There is written safety program in place.
9. Appropriate safety devices are in place and the dental staff is/are well oriented to safety procedures and practices.
10. Evidence of continuous training on new procedures and newly acquired or recognized hazardous materials.

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Appendix 3: Basic life support training equipment

1. Mannequin (Paediatric and adult)
2. Appropriate accessories

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APPENDIX 4: Phantom Head Laboratory

1. Phantom heads
2. Phantom Head Holders
3. Phantom Head Rubber Masks
4. Laboratory stools (with rollers)
5. Dust extraction system
6. 3 way water and air system
7. Compact dental unit (air turbine system)
8. High Speed Hand pieces
9. Slow speed air-motors
10. Contra angle hand pieces
11. Assorted burs
12. Halogen spot light for phantom head complete with
13. Transformer 230-12 v
14. Bushes for phantom Head
15. Dental Laboratory motor for plastic, precious metals & ceramics
16. Simulator model upper jaw
17. Simulator model lower jaw
18. Teeth for the models (sets of 32 pieces)

~~None~~

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Appendix 5: Radiography equipment and supplies

1. Digital Dental Panoramic X-ray Machine.
2. Digital Intraoral X-RAY machine.
3. Digital X-ray Processing Unit.
4. Cephalometric Arm.
5. Digital Sensors.
6. Accessories for sensor positioning.
7. Film Printer.
8. Policies, procedures and guidelines in place and in use as regards procurement, storage, requisition, dispensing before expiry, labelling, installation, maintenance, administration and disposal of radiography materials, equipment and instruments in line with International standards and Radiation Protection Board Guidelines.

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Appendix 6: Dental laboratory equipment and supplies

1. Work benches with water sinks
2. Lab stools
3. Shelves
4. Curing bathes
5. Articulators
6. Surveyors
7. Measuring beakers
8. Sand blasters
9. Die and Casting machines
10. Burn out ovens
11. Cleaning and Lubrication units
12. Duplicating Units
13. Curing units
14. Cutting Lathes
15. Model Trimmers
16. Polishing Units
17. Porcelain ovens
18. Steam cleaners
19. Vibrators

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20. Suspension motors/Laboratory Hand pieces
21. Wax heaters
22. Vacuum form Machines
23. Pinsetters and Routers
24. Welding machine and accessories
25. Soldering machine and accessories
26. Gar
27. Bunsen burners
28. Plaster traps
29. Disposal systems
30. Room with good lighting and ventilation and air conditioning
31. Access to compressed air
32. Accessories
33. Wax knives and Iecrons
34. Rubber mixing bowls and spatulas
35. Dental plaster
36. Dental Stone
37. Wax
38. Porcelain
39. Gold

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40. Furnaces

~~None~~

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Appendix 7: Oral Pathology Laboratory Equipment

1. Laboratory Space with appropriate ventilation, lighting and occupational safety facilities
2. Equipment to include but not limited to:
 - a. Blood cell counter
 - b. Clinical chemistry analyser
 - c. ELISA Plate reader
 - d. Centrifuge
 - e. Microscopes
 - f. Microtome
 - g. Water bath
 - h. Tissue embedding machine
 - i. Reagents and chemicals appropriate for microscopy, histopathology, hematology, biochemical testing.

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Appendix 8: Oral Biology Laboratory Equipment and Supplies

- 1) Work benches
- 2) Shelves
- 3) Lab stools
- 4) Microscopes
- 5) Assorted slides
- 6) Audio visual equipment
- 7) Room with good lighting and ventilation and air conditioning
- 8) Accessories

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