



MONTANA STATE PRISON
HEALTH SERVICES OPERATIONAL PROCEDURE

Table with 2 columns and 5 rows containing metadata: Procedure No., Subject, Reference, Effective Date, Signature/Title.

I. Purpose:

To provide a system to ensure all dental tools, sharps and instruments are secured and accounted for as part of the seamless security program of Montana State Prison.

II. Definitions: None.

III. Procedures:

Each dental clinic must insure accurate accounting of all tools, instruments and sharps. The Tool Control procedures are designed for accurate verification of all tools, instruments and sharps in a system which is simple and efficient to implement and maintain.

A. Treatment Procedure sets.

- 1. Instruments utilized for specific procedures will be assigned to Procedure Sets. To simplify the instrument count and improve accuracy, the least number of instruments possible should be placed in a Procedure Set. It is recommended that an Exam Set be utilized for each treatment case plus Procedure Set. This way the Procedure Set will have fewer instruments. It is much easier to track 2 smaller sets of instruments than one large set.
2. A Master Tool Control – Procedure Set list will be maintained for each clinic. This list will indicate the number of sets of each procedure type; the number of instruments in each set; and a complete descriptive list of the instruments for the Procedure Set.
3. Color coding. One color coded band will indicate the type of Procedure Set. The second color coded band will designate the instruments belonging to a specific Procedure Set. Instrument sets with easily identifiable instruments not found in other sets may have only one unique color code band.
4. Storage. All Procedure Sets will be stored in a locked cabinet designed for the Procedure Sets. The Procedure Set cabinet does not need to be locked during work hours; however, the doors should remain closed when not in use. The cabinets must be locked at all times when no employees are in the clinic. Each Procedure Set is assigned a specific slot. The slots should be labeled.
5. Procedure Set Count. At the beginning and end of each shift (or day) the Procedure Sets are counted and recorded. This is only a count of the Procedure Sets, not the instruments within the sets.

B. Individual Instruments and Tools Count.

- 1. All instruments and sets should be counted at the beginning and end of each shift.

Procedure No.: MSP HS 06.9	Subject: Dental Tool Control
Effective Date: October 1, 2020	Revised: October 1, 2020
	p.2 of 5

2. Instrument drawers are designed to hold two instruments or tools per shadow box slot. Each shadow box slot is labeled to indicate the correct instruments to be placed there.
3. If only one instrument is assigned to a shadow box slot then a 'dummy' instrument is placed in a sterilization bag and placed in the shadow box.
4. Individual instruments are tracked as they are removed from the instrument box slot(s) and taken to the dental operatory.
5. Before the Inmate is seated and before they leave the dental operatory, the individual instruments and sets are counted and taken to the sterilization area.
6. Once sterilized the individual instruments and tools should be returned to their correct shadow box slot.
7. A master Tool control – Individual Instruments list should be available and current. This list should indicate which drawer and shadow box a given instrument is located. To facilitate accurate and efficient counting of the individual instruments or tools there should be no more or no less than two instruments or tools in each shadow box.
8. Individual instruments or tools should not have any color coding bands.

C. Instrument Boxes.

1. Excess instruments, replacement instruments and occasional use instruments and tools are stored in designated tool boxes.
2. Separate tool boxes may exist for surgical, operative and denture instruments and tools.
3. Removing / adding instruments or tools. Inventory list of all instruments can be found in each of the Instrument Boxes. Always document the removal / addition immediately on the Inventory Box Inventory Sheet. If possible re-inventory the Instrument Box at that time. If needed, however, the inventory can take place at a later time during the same shift. Send a copy of changes to the MSP Tool Control Officer.
4. Instrument Box Inventory documents. Each Instrument Box contains a detailed instruction sheet, Seal Control Sheets and Instrument Box Inventory Sheets.
5. Once the instruments have been verified against the inventory sheet and additions / subtractions noted on the inventory sheet a seal is selected.
6. The Seal #, employee's initials and date are placed on the label on the outside of the Instrument Box.
7. The seal is affixed to the Instrument Box through the open slot in the front of the box after the box is locked. This seal prevents the Instrument Box from being opened unless the seal is broken.
8. At the beginning and end of each shift the Instrument Boxes are checked to ensure the seal is un-broken and the seal # matches the most current notation on the Instrument Box label. There is no need to unseal the Instrument Box if the seal is secure and properly documented.
9. If the seal is broken or missing, the Instrument Box must undergo a complete inventory. The inventory results must be documented and a new documented seal placed. The Missing Instruments / Tools procedure should be followed if any instruments or tools are missing.

D. Dental sharps.

Procedure No.: MSP HS 06.9	Subject: Dental Tool Control
Effective Date: October 1, 2020	Revised: October 1, 2020
	p.3 of 5

1. An accounting of all sharps, including anesthetic needles, suture needles and disposable blades should be made at the beginning and end of each procedure and these sharps should be disposed of prior to the release of the Inmate from the dental operatory chair.
 2. In addition, an accounting of all sharps, including sutures, needles and disposable blades should be made at the beginning and end of each shift, as part of the Instrument / Tool Count.
 3. Suture, anesthetic needles and Scalpel Blades. These can be sealed into sealing tubes or in other ways to insure accurate tracking and accountability.
 - a. Reserve Stock Inventory
 - 1) A complete box of scalpel blades, needles or sutures can be divided up into groups.
 - 2) Place a small label marked on each group and the expiration date, if applicable.
 - 3) An identification tag with ordering codes can be placed on the last group.
 - 4) The Reserve Stock of Suture, needles and Scalpel blades can be accounted for at the beginning and end of each shift (or day). An alternative is to place the suture and scalpel blades in a sealed tool box.
 - b. Daily Use Stock Inventory.
 1. Suture, needles and Scalpel blades are transferred, as need from the Reserve stock to the Daily Use Stock Inventory.
 2. A single group is opened, as necessary.
 3. Every time a scalpel blade, needles or sutures is removed for clinical use a notation is made on the Daily Use Stock Inventory list including the date, the number of items used, the inmates AO#, as well as the staff member's initials.
- E. Missing or lost Instruments.
1. A failure in Tool Control can never happen if the instruments are not allowed to leave the clinic. If an instrument is missing from the operatory area, recount the instruments carefully, looking around the area and ensuring another staff did not remove it from the operatory. If not located, then quietly summons security.
 2. If an instrument or tool cannot be located:
 - a) Immediately recount the instruments / tools in the area where the instrument or tool became missing.
 - b) Scan the entire area, including any other clinical areas one of the attending staff may have gone during the procedure.
 - c) Do not allow any Inmates to leave the dental clinic.
 - d) If an Inmate is suspected of taking the missing instrument or tool follow the Compromised Instrument / Tool protocol below.
 - e) Check with the other staff and enlist the assistance of other staff members in locating the missing instrument or tool.
 - f) Look in lab, sterilization area, waste containers and other areas in the dental clinic where an instrument or tool may have been inadvertently carried off to.

Procedure No.: MSP HS 06.9	Subject: Dental Tool Control
Effective Date: October 1, 2020	Revised: October 1, 2020
	p.4 of 5

- g) Evaluate log entries, broken/ repair list boxes to confirm the instrument is not there.
- h) If an instrument is brought into or moved from the Clinic it should be entered into the Tool Control Log book.
- i) If the instrument or tool is still not located notify the Tool Control Officer, without delay.

F. Compromised Instrument / Tools.

1. If it is suspected the missing instrument or tool may be in the possession of an Inmate. Re-evaluate the area, in an attempt to locate it. Then discretely contact the Security Office or a Corrections Officer, without raising suspicion with the inmate. Stay at a safe distance until a security team arrives.
2. Do not dismiss the Inmate from the dental chair or indicate to the inmate that there is any problem.
3. Contact the Command Post, preferably without the Inmates knowledge. Place the phone call from dental lab phone if possible.
4. Alert the area Correctional Officer concerning the potential situation as soon as possible.
5. Safety of the dental staff and other Inmates is the primary concern. The dental lab is considered the safe room.

G. Missing Instrument / Tool during the Daily Instrument / Tool Count.

1. Recount all the instruments and tools in the clinic.
2. Evaluate log entries, broken/ repair list boxes to confirm the instrument is not there.
3. Contact other clinical support staff, if possible.
4. Search through all dental cabinets; clinic carts; sterilization areas; dental lab and staff areas.
5. Carefully search the garbage and waste containers. Always use personal protective barriers while searching through and clinical waste materials.

H. Bi-annual Inventory Control Count. Twice every year the MSP Tool Control Officer makes a thorough and complete inventory of all Clinic tools and instruments should be made.

I. **Broken / Defective Instruments.** An Instrument or tool that is broken, and needs to be replaced, still be accounted for. When an instrument is removed from an instrument set or shadow box slot it must be noted in the Tool Control Log and placed in a secure area. This can be the clinic Extras Tool Box or a Secure Broken Instrument Container. Once transferred, a complete accounting of all instruments or tools must be made of the Extras Tool Box or Secure Broken Instrument Container, notations made of the instrument additions and then re-sealed.

J. **Instrument Repairs or Servicing.** When sending out a broken instrument or tool for repairs or servicing, it must be entered in into the Tool Control Logbook when sent out and returned. A marker or 'dummy' instrument must be placed in the instrument set or Shadow Box slot indicating the instrument or tool is accounted for and has been sent out for repairs or servicing.

K. **New Instruments.** When ordering a new instrument or tool a New Instrument Order form must be completed and sent to the Tool Control Office. Receipt of new Instruments and tools must be verified with the MSP Tool Control Officer. When new instruments are brought into the clinic, the addition needs to be reflected on the Tool Control Inventory Sheets and entered into the Tool Control Logbook. Extra new instruments should be stored in the appropriate Instrument Boxes.

Procedure No.: MSP HS 06.9	Subject: Dental Tool Control	
Effective Date: October 1, 2020	Revised: October 1, 2020	p.5 of 5

The Instrument Box Inventory Sheet should be adjusted to show the addition. The Instrument Box should then be inventoried and sealed.

- L. Controlled Medications. Always track controlled medications. A Medications Log Book should be maintained.

IV. Attachments: None

VI. References:

- NCCHC Standards P-E-06
- NCCHC Standards Appendix G
- DOC Policy 4.5.26: Offender Dental Services