



TOOLKIT 14 · AMBULATORY CLINIC & DENTAL · TOOL 2 OF 6

Minor Procedure Safety Checklist — Clinic and Dental

The surgical checklist cut to clinic size: before, during, after — for biopsies, excisions, injections, extractions, implants, sutures

Patient (name, DOB, no.) · procedure · site · clinician
· date

BEFORE — with the patient, before any drug is given

- ☐ Identity confirmed with two identifiers; matches the record
- ☐ Consent signed after explanation; teach-back done
- ☐ Site marked or confirmed with the patient (tooth number, side, lesion)
- ☐ Allergies asked and recorded — local anaesthetic, latex, antibiotics, iodine
- ☐ Anticoagulants, antiplatelets, bleeding disorder, diabetes, pacemaker, pregnancy asked
- ☐ Equipment laid out; sterile packs intact and in date; sharps box in reach
- ☐ Emergency box and oxygen present and checked this month (Tool 4)

PAUSE — immediately before starting, said aloud

- ☐ "This is [name], we are doing [procedure] on [site]. Any concerns?" — patient and assistant confirm
- ☐ Local anaesthetic drug, dose and maximum dose stated
- ☐ Patient knows how to signal "stop"

AFTER — before the patient leaves the chair

- ☐ Swabs, needles and instruments accounted for
- ☐ Specimen labelled with two identifiers in front of the patient; request form completed
- ☐ Written aftercare instructions given and taught back: pain, bleeding, infection signs, when to call
- ☐ Follow-up or result appointment booked
- ☐ Procedure, drug doses and any complication documented; sharps disposed

ASF standards: Ambulatory Standard 4 — safe procedures (means of verification: completed checklist per procedure); Universal Floor