Standard operating procedure (SOP) · DEN-SOP-006 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 31.16

At a glance

- Each patient is assessed for fitness and risk before surgery, including medicines that affect bleeding.
- Signed consent is obtained before the procedure (CON-FRM-001).
- Follow-up is arranged before the patient leaves and its outcome is recorded.
- A complication is recorded and reviewed.
- Stop and get help straight away if: surgery starts with no assessment, no signed consent or no check on anticoagulant medicines.

1. Purpose

To make sure minor oral surgery is assessed, consented and followed up (31.16).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

Simple extractions are minor, but they can cause bleeding, infection or reactions. Assessing the patient, getting consent and following up keep them safe.

5. Responsibilities

Role	Responsibility	Competence
Operating clinician	Assesses, consents and carries out the procedure	Clinical director
Dental nurse or assistant	Records the follow-up appointment	Operating clinician

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Assess.

- Record the medical history, the medicines and the bleeding risk.

Key point: Assessed.

Step 2. Consent.

- Explain the risks and alternatives and obtain signed consent (CON-FRM-001).

Key point: Consented.

Step 3. Follow up.

- Arrange the follow-up and record the outcome.

Key point: Followed up.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Surgeries with assessment, consent and follow-up recorded	100%	Monthly	Clinical director	Escalate to the medical director

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
CON-FRM-001	Consent record (existing, reused)	Record

17. Evidence

Reference	Note
E-009	
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- **Dental Practice: Five Safety Criteria at the Chair** (AMB-08)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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