

Staff member's name:

Assessor's Name:

Date:



### Skills Audit

The purpose of this audit is for the staff member to demonstrate safe and competent practice in cleaning a resident's own teeth whilst working within organisational guidelines, policies and procedures. Resources in addition to the corresponding ACC program may be required to demonstrate this knowledge.

### Cleaning a resident's own teeth

Element (Expected Performance)	Performance Criteria (Critical Aspect)	Yes	No	N/A
Planning & Organisation	Reviews Nursing Care Plan			
	Ensures the older person is comfortable and in a suitable area for the procedure			
	Collects any protective personal equipment required, following organisational policies/procedures NB: Staff must wear PPE if at risk of coming in contact with any bodily fluids, blood, secretions, excretions or contaminated items			
	Collects equipment: <ul style="list-style-type: none"> <li>Soft toothbrush/s, in good condition</li> <li>Fluoride toothpaste</li> <li>Towel/bowl if hand basin not available</li> </ul>			
Safe Practice	Maintains standard precautions: Dons appropriate personal protective equipment (PPE)			
	Assists resident using the correct manual handling technique			
Communication	Addresses resident by name			
	Gives clear and relevant information to resident			
	Obtains consent from the resident			
	Identifies communication deficits and utilizes appropriate communication strategies			
	Terminates procedure appropriately			
Implementation	Documents accurately, adhering to organisational policies/ procedures			
	Attends hand hygiene and applies PPE			
	Ensures resident's clothes are protected by using a towel across chest			
	Applies a small pea-sized amount of toothpaste onto the toothbrush			
	Ensures the resident is seated comfortably and appropriately positioned for procedure: <ul style="list-style-type: none"> <li>Sits the resident in chair facing carer</li> <li>If the resident is in bed, the carer ensures the resident's head is supported with pillows</li> <li>Supports the residents chin with the index finger and thumb, being</li> </ul>			

	<p>careful not to place pressure on the resident's throat with remaining fingers (Pistol grip)</p> <ul style="list-style-type: none"> <li>The thumb holding the chin can be used to roll down and hold the lower lip for better vision and access</li> </ul>			
	Inspects mouth for any abnormalities, such as redness, bad breath, inflammation/infection, sores, broken teeth, missing teeth.			
	Places the toothbrush at a 45 degree angle to the gum line			
	Gently brushes front, back and chewing surfaces of the teeth and gums in a circular motion, paying particular attention to the gum line			
	If some teeth are missing, ensures all surfaces of single teeth are cleaned			
	Encourages the resident to spit, and not rinse the mouth, after brushing to allow time for the fluoride to soak into the teeth			
	Dries/assists resident to dry mouth/lips			
	<p>Cleans toothbrush by:</p> <p>Thoroughly rinsing the toothbrush under running water</p> <p>Taps the toothbrush on the sink to remove excess water</p> <p>Stores the toothbrush, uncovered, in a dry place</p> <p>Ensure toothbrush/s do not need replacing:</p> <ul style="list-style-type: none"> <li>Bristles are shaggy</li> <li>Three (3) month period</li> <li>Following illness of resident</li> </ul>			
	Removes disposable gloves and protective equipment and disposes in appropriate bin (as per organisation's policies and procedures)			
Completion	On completion, positions the resident comfortably			
	Ensures call bell is accessible			
	Stores/replaces/cleans equipment items, according to organisational policies and procedures			
	Attends hand hygiene			
	Completes all documentation			
	Reports any changes or concerns to the RN/Supervisor or other relevant health professional			

Skills assessment completed satisfactorily:

Yes

No

Comments/ action required:


Staff member's signature:	
Date:	
Assessor's signature:	
Date:	

Staff member's name:

Assessor's Name:

Date:



## Skills Audit

The purpose of this audit is for the staff member to demonstrate safe and competent practice in cleaning a resident's dentures whilst working within organisational guidelines, policies and procedures. Resources in addition to the corresponding ACC program may be required to demonstrate this knowledge.

### Cleaning a resident's Dentures

Element (Expected Performance)	Performance Criteria (Critical Aspect)	Yes	No	N/A
Planning & Organisation	Reviews Nursing Care Plan			
	Ensures the older person is comfortable and in a suitable area for the procedure			
	Collects any protective personal equipment required, following organisational policies/procedures NB: Staff must wear PPE if at risk of coming in contact with any bodily fluids, blood, secretions, excretions or contaminated items			
	Collects equipment: <ul style="list-style-type: none"> <li>Soft toothbrush or denture brush, in good condition</li> <li>Fluoride toothpaste for natural teeth</li> <li>Liquid soap for cleaning dentures</li> <li>Towel/bowl if hand basin not available</li> <li>Wash cloth to line base of hand basin</li> </ul> <b>Extra Equipment:</b> <ul style="list-style-type: none"> <li>Denture disinfection product (suitable for full or partial denture, or both)</li> <li>Denture adhesive for full dentures (if required)</li> </ul>			
Safe Practice	Maintains standard precautions: Dons appropriate personal protective equipment (PPE), in accordance with infection control guidelines			
	Handles/assists resident/resident using the correct manual handling technique			
Communication	Addresses resident/resident by name			
	Gives clear and relevant information to resident/resident			
	Obtains consent from the resident/resident			
	Identifies communication deficits and utilizes appropriate communication strategies			
	Terminates procedure appropriately			
	Documents accurately, adhering to organisational policies/procedures			
Implementation	Attends hand hygiene and applies PPE			
	Ensures resident's clothes are protected by using a towel across chest			
	Applies a small pea-sized amount of toothpaste onto the toothbrush			
	Ensures the resident/resident is seated comfortably and appropriately			

positioned for removal of dentures			
If unable to, follows the procedure below: <b>Removing dentures:</b> <ul style="list-style-type: none"> <li>Asks the resident to take a sip of water to moisten the mouth</li> <li>Removes the lower denture first by holding the lower front teeth with the thumb and index finger and lifting out the denture</li> </ul> Removes upper denture by breaking the seal by holding front teeth with the thumb and index finger and rocking the denture up and down until the back is dislodged <ul style="list-style-type: none"> <li>Removes the denture at a sideways angle</li> </ul> <b>NB:</b> If the seal is unable to be broken, use a backward bent toothbrush to carefully push down on the side of the denture towards the back of the mouth until the denture is loosened and is easily removed			
<b>Removing partial dentures:</b> <ul style="list-style-type: none"> <li>Asks the resident to take a sip of water to moisten the mouth</li> <li>Places finger tips under the clasps that cling onto the natural teeth and pushes down carefully</li> <li>Gently grasps the plastic part of the denture and lifts it out of the resident's mouth, taking care not to bend the wire clasps</li> </ul>			
Places dentures safely into labelled denture container			
Inspects mouth for any abnormalities, such as redness, bad breath, inflammation/infection, sores, broken teeth, missing teeth, thrush			
<b>Brush Gums and Teeth (Partial Denture)</b> <ul style="list-style-type: none"> <li>Uses a soft toothbrush to brush the gums,</li> <li>For residents with partial dentures, pays particular attention to the teeth that support the denture clasps</li> <li>Makes sure all surfaces of single teeth are cleaned (including back, front and sides) using a high fluoride toothpaste</li> <li>Encourages the resident to spit, and not rinse the mouth, after brushing to allow time for the fluoride to soak into the teeth</li> </ul>			
Dries/assists resident to dry mouth/lips			
<b>Cleaning upper denture:</b> <ul style="list-style-type: none"> <li>Supports the upper denture between the thumb and fingers for a stable hold</li> <li>Brushes all surfaces with liquid soap to remove dental plaque and any denture adhesive</li> </ul>			
<b>Cleaning lower denture:</b> <ul style="list-style-type: none"> <li>Cradles the lower denture between the thumb and the base of the index finger for a stable hold</li> <li>Brushes all surfaces with liquid soap to remove dental plaque and any denture adhesive</li> </ul>			
Rinses denture and replaces into denture container			
<b>Denture Disinfection</b> <ul style="list-style-type: none"> <li>Disinfect the denture with a commercial denture product.</li> <li>Rinses dentures well under running water before placing in resident's mouth</li> </ul>			
Takes container with dentures back to resident			
<b>Denture Adhesives</b> If resident uses denture adhesives, follows product instructions for directions on how to apply <b>NB:</b> Thoroughly removes all traces of the denture adhesive from gums, morning and night			
Asks resident if able to insert own dentures			

	If assistance required, inserts the upper denture first			
	Asks the resident to open his or her mouth and, holding the denture at a sideways angle as it enters the mouth, rotates into position			
	Repeats process with lower denture			
	Dries resident's mouth with towel			
	<b>Cleans toothbrush by:</b> <ul style="list-style-type: none"> <li>• Thoroughly rinsing the toothbrush under running water</li> <li>• Taps the toothbrush on the sink to remove excess water</li> <li>• Stores the toothbrush uncovered in a dry place</li> <li>• Ensures toothbrush do not need replacing:               <ul style="list-style-type: none"> <li>• Bristles are shaggy</li> <li>• Three (3) month period</li> <li>• Following illness of resident</li> </ul> </li> </ul>			
	Removes disposable gloves and protective equipment and disposes in appropriate bin (as per organisation's policies and procedures)			
Completion	On completion, positions the resident comfortably			
	Ensures call bell is accessible			
	Stores/replaces/cleans equipment items, according to organisational policies and procedures			
	Attends hand hygiene			
	Completes all documentation			
	Reports any changes or concerns to the RN/Supervisor or other relevant health professional			

Skills assessment completed satisfactorily:

Yes

No

Comments/ action required:


Staff member's signature:	
Date:	
Assessor's signature:	
Date:	



## Activities of Daily Living: Oral Health

The resources for this ACC program have been developed with the support of the Health Television Network Pty Limited. [www.htn.edu.au](http://www.htn.edu.au)



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