



Year-2

CFR-C

LOGBOOK

Bachelors of Dental Surgery

Academic Year 2026-2027

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR INTERPRETATION OF BASELINE REPORTS</p> <p>(Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1.Washed hands		
2. Patient reports available (CBC, LFTs, RFTs)		
<p>THE PROCEDURE</p>		
1. Check patient identification on report		
2. Review CBC values (Hb, WBC, Platelets)		
3. Review LFT values (ALT, AST, bilirubin)		
4. Review RFT values (Urea, Creatinine)		
5. Compare values with normal ranges		
6. Identify abnormal findings		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

Place a **"TICK"** in case box if step/task is performed satisfactorily, an **"X"** if it is not performed satisfactorily, or N/O if not observed.

Satisfactory. Performs the step or task according to the standard procedure or guidelines

Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines

CHECKLIST FOR INTERPRETATION OF BASELINE REPORTS		Cases (Minimum 2 Entries)
(Some of the following steps/tasks should be performed simultaneously.)		
STEP/TASK		
Getting Ready:		
1. Washed hands		
2. Patient reports available (CBC, LFTs, RFTs)		
THE PROCEDURE		
5. Check patient identification on report		
6. Review CBC values (Hb, WBC, Platelets)		
7. Review LFT values (ALT, AST, bilirubin)		
8. Review RFT values (Urea, Creatinine)		
5. Compare values with normal ranges		
6. Identify abnormal findings		
Signatures of Supervisor		
Date Observed:		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR INTERPRETATION OF COAGULATION PROFILE</p> <p>(Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Washed hands		
2. Coagulation reports available		
<p>THE PROCEDURE</p>		
1. Check patient identification		
2. Review Bleeding Time (BT)		
3. Review Clotting Time (CT)		
4. Review Prothrombin Time (PT)		
5. Review APTT		
6. Review INR value		
7. Compare results with normal ranges.		
8. Identify risk of bleeding before dental procedure		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR INTERPRETATION OF COAGULATION PROFILE</p> <p>(Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Washed hands		
2. Coagulation reports available		
<p>THE PROCEDURE</p>		
1. Check patient identification		
2. Review Bleeding Time (BT)		
3. Review Clotting Time (CT)		
4. Review Prothrombin Time (PT)		
5. Review APTT		
6. Review INR value		
7. Compare results with normal ranges.		
8. Identify risk of bleeding before dental procedure		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

Place a **"TICK"** in case box if step/task is performed satisfactorily, an **"X"** if it is not performed satisfactorily, or N/O if not observed.

Satisfactory. Performs the step or task according to the standard procedure or guidelines

Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines

CHECKLIST FOR PATIENT CENTERED COMMUNICATION (Some of the following steps/tasks should be performed simultaneously.)	Cases (Minimum 2 Entries)	
STEP/TASK		
Getting Ready:		
1. Introduced self to patient		
2. Maintained professional behavior.		
THE PROCEDURE		
1. Listen actively to patient concerns		
2. Ask open-ended questions		
3. Explain diagnosis in simple language		
4. Discuss treatment options		
5. Encourage patient participation in decision making		
6. Maintain respectful communication		
Signatures of Supervisor		
Date Observed:		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR PATIENT CENTERED COMMUNICATION</p> <p>(Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Introduced self to patient		
2. Maintained professional behavior.		
<p>THE PROCEDURE</p>		
1. Listen actively to patient concerns		
2. Ask open-ended questions		
3. Explain diagnosis in simple language		
4. Discuss treatment options		
5. Encourage patient participation in decision making		
6. Maintain respectful communication		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

Place a **"TICK"** in case box if step/task is performed satisfactorily, an **"X"** if it is not performed satisfactorily, or N/O if not observed.

Satisfactory. Performs the step or task according to the standard procedure or guidelines

Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines

CHECKLIST FOR NON-STIGMATIZING COMMUNICATION		Cases (Minimum 2 Entries)
(Some of the following steps/tasks should be performed simultaneously.)		
STEP/TASK		
Getting Ready:		
1. Maintain professional attitude		
2. Respect patient privacy		
THE PROCEDURE		
1. Use respectful and neutral language		
2. Avoid blaming or judgmental words		
3. Explain treatment modifications clearly		
4. Provide reassurance to patient		
5. Maintain confidentiality		
Signatures of Supervisor		
Date Observed:		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR NON-STIGMATIZING COMMUNICATION</p> <p>(Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Maintain professional attitude		
2. Respect patient privacy		
<p>THE PROCEDURE</p>		
1. Use respectful and neutral language		
2. Avoid blaming or judgmental words		
3. Explain treatment modifications clearly		
4. Provide reassurance to patient		
5. Maintain confidentiality		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR EMPATHY & EMOTIONAL INTELLIGENCE</p> <p>(Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Establish rapport with patient		
2. Maintain eye contact.		
<p>THE PROCEDURE</p>		
1. Show empathy toward patient condition		
2. Understand patient emotions		
3. Respond calmly and respectfully		
4. Provide emotional support		
5. Maintain professional communication		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR EMPATHY & EMOTIONAL INTELLIGENCE</p> <p>(Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Establish rapport with patient		
2. Maintain eye contact.		
<p>THE PROCEDURE</p>		
1. Show empathy toward patient condition		
2. Understand patient emotions		
3. Respond calmly and respectfully		
4. Provide emotional support		
5. Maintain professional communication		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

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<p>CHECKLIST FOR HISTORY TAKING (DENTAL CARIES)</p> <p>(Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
<p>1.Washed hands</p>		
<p>2.Patient seated comfortably</p>		
<p>THE PROCEDURE</p>		
<p>1.Record patient demographic data</p>		
<p>2.Ask chief complaint</p>		
<p>3.Ask history of present illness</p>		
<p>4.Ask past dental history</p>		
<p>5.Ask medical history</p>		
<p>6.Identify risk factors of dental caries</p>		
<p>7.Document patient concerns</p>		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR HISTORY TAKING (DENTAL CARIES)</p> <p>(Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
<p>1.Washed hands</p>		
<p>2.Patient seated comfortably</p>		
<p>THE PROCEDURE</p>		
<p>1.Record patient demographic data</p>		
<p>2.Ask chief complaint</p>		
<p>3.Ask history of present illness</p>		
<p>4.Ask past dental history</p>		
<p>5.Ask medical history</p>		
<p>6.Identify risk factors of dental caries</p>		
<p>7.Document patient concerns</p>		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

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Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines

CHECKLIST FOR TOOTH CHARTING AND NUMBERING	Cases (Minimum 2 Entries)	
(Some of the following steps/tasks should be performed simultaneously.)		
STEP/TASK		
Getting Ready:		
1.Dental chart available		
2.Mouth mirror and probe available		
THE PROCEDURE		
1.Identify each tooth position		
2.Record teeth using Universal numbering system		
3.Record teeth using FDI system		
4.Record teeth using Palmer notation		
5.Mark missing or decayed teeth on chart		
6.Verify accuracy of charting		
Signatures of Supervisor		
Date Observed:		

Place a **"TICK"** in case box if step/task is performed satisfactorily, an **"X"** if it is not performed satisfactorily, or **N/O** if not observed.
Satisfactory. Performs the step or task according to the standard procedure or guidelines
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CHECKLIST FOR TOOTH CHARTING AND NUMBERING	Cases (Minimum 2 Entries)	
(Some of the following steps/tasks should be performed simultaneously.)		
STEP/TASK		
Getting Ready:		
1.Dental chart available		
2.Mouth mirror and probe available		
THE PROCEDURE		
1.Identify each tooth position		
2.Record teeth using Universal numbering system		
3.Record teeth using FDI system		
4.Record teeth using Palmer notation		
5.Mark missing or decayed teeth on chart		
6.Verify accuracy of charting		
Signatures of Supervisor		
Date Observed:		

Place a **"TICK"** in case box if step/task is performed satisfactorily, an **"X"** if it is not performed satisfactorily, or **N/O** if not observed.

Satisfactory. Performs the step or task according to the standard procedure or guidelines

Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines

CHECKLIST FOR FLUORIDE APPLICATION (Some of the following steps/tasks should be performed simultaneously.)	Cases (Minimum 2 Entries)	
STEP/TASK		
Getting Ready:		
1.Washed hands		
2.Fluoride gel/varnish available		
THE PROCEDURE		
1.Seat patient comfortably		
2.Isolate teeth using cotton rolls		
3.Dry teeth surfaces		
4.Apply fluoride evenly		
5.Instruct patient not to eat/drink for recommended time		
6.Document procedure		
Signatures of Supervisor		
Date Observed:		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR FLUORIDE APPLICATION (Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1.Washed hands		
2.Fluoride gel/varnish available		
<p>THE PROCEDURE</p>		
1.Seat patient comfortably		
2.Isolate teeth using cotton rolls		
3.Dry teeth surfaces		
4.Apply fluoride evenly		
5.Instruct patient not to eat/drink for recommended time		
6.Document procedure		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR PATIENT AND OPERATOR POSITIONING (Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Adjust dental chair		
2. Ensure proper lighting		
<p>THE PROCEDURE</p>		
1. Position patient correctly for examination		
2. Maintain correct operator posture		
3. Ensure ergonomic working position		
4. Maintain clear visibility of oral cavity		
5. Adjust chair and light as required		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR PATIENT AND OPERATOR POSITIONING (Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Adjust dental chair		
2. Ensure proper lighting		
<p>THE PROCEDURE</p>		
1. Position patient correctly for examination		
2. Maintain correct operator posture		
3. Ensure ergonomic working position		
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5. Adjust chair and light as required		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

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<p>CHECKLIST FOR EXTRAORAL EXAMINATION (Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Washed hands		
2. Patient seated comfortably		
<p>THE PROCEDURE</p>		
1. Inspect face symmetry		
2. Examine lips and skin		
3. Palpate lymph nodes		
4. Examine neck region		
5. Check for swelling or abnormalities		
6. Record findings		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR EXTRAORAL EXAMINATION (Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Washed hands		
2. Patient seated comfortably		
<p>THE PROCEDURE</p>		
1. Inspect face symmetry		
2. Examine lips and skin		
3. Palpate lymph nodes		
4. Examine neck region		
5. Check for swelling or abnormalities		
6. Record findings		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

Place a **"TICK"** in case box if step/task is performed satisfactorily, an **"X"** if it is not performed satisfactorily, or N/O if not observed.
Satisfactory. Performs the step or task according to the standard procedure or guidelines
Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines

CHECKLIST FOR INTRAORAL EXAMINATION (Some of the following steps/tasks should be performed simultaneously.)	Cases (Minimum 2 Entries)	
STEP/TASK		
Getting Ready:		
1. Wear gloves and mask		
2. Use mouth mirror and probe		
THE PROCEDURE		
1. Inspect oral mucosa		
2. Examine gums and gingiva		
3. Examine teeth surfaces		
4. Check tongue and floor of mouth		
5. Examine palate and throat		
6. Record findings		
Signatures of Supervisor		
Date Observed:		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR INTRAORAL EXAMINATION (Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Wear gloves and mask		
2. Use mouth mirror and probe		
<p>THE PROCEDURE</p>		
1. Inspect oral mucosa		
2. Examine gums and gingiva		
3. Examine teeth surfaces		
4. Check tongue and floor of mouth		
5. Examine palate and throat		
6. Record findings		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR PLAQUE DISCLOSURE TECHNIQUE (Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Washed hands		
2. Disclosing agent available		
<p>THE PROCEDURE</p>		
1. Explain procedure to patient		
2. Apply disclosing agent on teeth		
3. Ask patient to rinse		
4. Identify plaque areas		
5. Record plaque distribution		
6. Educate patient on oral hygiene		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

Place a **"TICK"** in case box if step/task is performed satisfactorily, an **"X"** if it is not performed satisfactorily, or N/O if not observed.

Satisfactory. Performs the step or task according to the standard procedure or guidelines

Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines

CHECKLIST FOR PLAQUE DISCLOSURE TECHNIQUE (Some of the following steps/tasks should be performed simultaneously.)	Cases (Minimum 2 Entries)	
STEP/TASK		
Getting Ready:		
1. Washed hands		
2. Disclosing agent available		
THE PROCEDURE		
1. Explain procedure to patient		
2. Apply disclosing agent on teeth		
3. Ask patient to rinse		
4. Identify plaque areas		
5. Record plaque distribution		
6. Educate patient on oral hygiene		
Signatures of Supervisor		
Date Observed:		

Place a **"TICK"** in case box if step/task is performed satisfactorily, an **"X"** if it is not performed satisfactorily, or N/O if not observed.
Satisfactory. Performs the step or task according to the standard procedure or guidelines
Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines

CHECKLIST FOR WASTE DISPOSAL IN DENTISTRY (Some of the following steps/tasks should be performed simultaneously.)	Cases (Minimum 2 Entries)	
STEP/TASK		
Getting Ready:		
1. Identify color coded bins		
2. Wear gloves		
THE PROCEDURE		
1. Segregate biomedical waste correctly		
2. Dispose sharps in sharps container		
3. Dispose infectious waste in appropriate bin		
4. Follow infection control protocol		
5. Maintain waste disposal record		
Signatures of Supervisor		
Date Observed:		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR WASTE DISPOSAL IN DENTISTRY (Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Identify color coded bins		
2. Wear gloves		
<p>THE PROCEDURE</p>		
1. Segregate biomedical waste correctly		
2. Dispose sharps in sharps container		
3. Dispose infectious waste in appropriate bin		
4. Follow infection control protocol		
5. Maintain waste disposal record		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

Place a **"TICK"** in case box if step/task is performed satisfactorily, an **"X"** if it is not performed satisfactorily, or N/O if not observed.
Satisfactory. Performs the step or task according to the standard procedure or guidelines
Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines

CHECKLIST FOR STERILIZATION AND DISINFECTION (Some of the following steps/tasks should be performed simultaneously.)	Cases (Minimum 2 Entries)	
STEP/TASK		
Getting Ready:		
1. Wear PPE		
2. Instruments collected		
THE PROCEDURE		
1. Clean instruments properly		
2. Use disinfectant solution		
3. Pack instruments for sterilization		
4. Operate autoclave correctly		
5. Store sterile instruments properly		
Signatures of Supervisor		
Date Observed:		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed. Satisfactory. Performs the step or task according to the standard procedure or guidelines Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR STERILIZATION AND DISINFECTION (Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Wear PPE		
2. Instruments collected		
<p>THE PROCEDURE</p>		
1. Clean instruments properly		
2. Use disinfectant solution		
3. Pack instruments for sterilization		
4. Operate autoclave correctly		
5. Store sterile instruments properly		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

Place a "**TICK**" in case box if step/task is performed satisfactorily, an "**X**" if it is not performed satisfactorily, or N/O if not observed.

Satisfactory. Performs the step or task according to the standard procedure or guidelines

Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines

CHECKLIST FOR NEEDLE STICK INJURY MANAGEMENT (Some of the following steps/tasks should be performed simultaneously.)	Cases (Minimum 2 Entries)	
STEP/TASK		
Getting Ready:		
1. Identify injury immediately		
2. Inform supervisor		
THE PROCEDURE		
1. Wash wound with soap and water		
2. Do not squeeze wound		
3. Report incident		
4. Document exposure		
5. Follow post exposure protocol		
Signatures of Supervisor		
Date Observed:		

Place a **"TICK"** in case box if step/task is performed satisfactorily, an **"X"** if it is not performed satisfactorily, or N/O if not observed.

Satisfactory. Performs the step or task according to the standard procedure or guidelines

Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines

CHECKLIST FOR NEEDLE STICK INJURY MANAGEMENT (Some of the following steps/tasks should be performed simultaneously.)	Cases (Minimum 2 Entries)	
STEP/TASK		
Getting Ready:		
1. Identify injury immediately		
2. Inform supervisor		
THE PROCEDURE		
1. Wash wound with soap and water		
2. Do not squeeze wound		
3. Report incident		
4. Document exposure		
5. Follow post exposure protocol		
Signatures of Supervisor		
Date Observed:		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR PRESCRIPTION WRITING (Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Prescription pad available		
2. Patient details confirmed		
<p>THE PROCEDURE</p>		
1. Write patient name and date		
2. Write diagnosis		
3. Prescribe correct drug and dosage		
4. Mention frequency and duration		
5. Add doctor signature and registration number		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR PRESCRIPTION WRITING (Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Prescription pad available		
2. Patient details confirmed		
<p>THE PROCEDURE</p>		
1. Write patient name and date		
2. Write diagnosis		
3. Prescribe correct drug and dosage		
4. Mention frequency and duration		
5. Add doctor signature and registration number		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR MEASUREMENT OF RESPIRATORY RATE (Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Patient at rest		
2. Watch or timer available		
<p>THE PROCEDURE</p>		
1. Observe chest movement		
2. Count breaths for one minute		
3. Record respiratory rate		
4. Compare with normal range		
5. Identify abnormal breathing patterns		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR MEASUREMENT OF RESPIRATORY RATE (Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Patient at rest		
2. Watch or timer available		
<p>THE PROCEDURE</p>		
1. Observe chest movement		
2. Count breaths for one minute		
3. Record respiratory rate		
4. compare with normal range		
5. Identify abnormal breathing patterns		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR INHALER AND SPACER USE (Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Inhaler and spacer available		
2. Explain procedure to patient		
<p>THE PROCEDURE</p>		
1. Shake inhaler		
2. Attach inhaler to spacer		
3. Ask patient to exhale completely		
4. Press inhaler and inhale slowly		
5. Hold breath for few seconds		
6. Repeat if prescribed		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		

<p>Place a "TICK" in case box if step/task is performed satisfactorily, an "X" if it is not performed satisfactorily, or N/O if not observed.</p> <p>Satisfactory. Performs the step or task according to the standard procedure or guidelines</p> <p>Unsatisfactory: Unable to perform the step or task according to the standard procedure or guidelines</p>		
<p>CHECKLIST FOR INHALER AND SPACER USE (Some of the following steps/tasks should be performed simultaneously.)</p>		<p>Cases (Minimum 2 Entries)</p>
<p>STEP/TASK</p>		
<p>Getting Ready:</p>		
1. Inhaler and spacer available		
2. Explain procedure to patient		
<p>THE PROCEDURE</p>		
1. Shake inhaler		
2. Attach inhaler to spacer		
3. Ask patient to exhale completely		
4. Press inhaler and inhale slowly		
5. Hold breath for few seconds		
6. Repeat if prescribed		
<p>Signatures of Supervisor</p>		
<p>Date Observed:</p>		