



MONTANA STATE PRISON OPERATIONAL PROCEDURE

Procedure:	MSP HS E-06.9 DENTAL TOOL CONTROL	
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I. PURPOSE

Provide a system to ensure all dental tools, sharps, and instruments are secured and accounted for as part of the MSP seamless security program. Each dental clinic must ensure accurate accounting of all tools, instruments and sharps. Tool Control requirements are designed for accurate verification of all tools, instruments, and sharps in a system that is simple and efficient to implement and maintain.

II. DEFINITIONS (see Glossary)

III. REQUIREMENTS

A. Treatment Procedure Sets

1. Instruments utilized for specific procedures will be assigned to Procedure Sets.
 - a. To simplify the instrument count and improve accuracy, the least number of instruments possible should be placed in a Procedure Set.
 - b. It is recommended that an Exam Set be utilized for each treatment case plus Procedure Set so the latter 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. The list will indicate:
 - a. the number of sets of each procedure type;
 - b. the number of instruments in each set; and
 - c. a complete descriptive list of the instruments for the Procedure Set.
3. Color Coding
 - a. 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.
 - 1) Instrument sets with easily identifiable instruments not found in other sets may have only one unique color code band.
4. Storage
 - a. All Procedure Sets will be stored in a locked cabinet designed for the Procedure Sets.
 - 1) The Procedure Set cabinet does not need to be locked during work hours; however, the doors should remain closed when not in use.
 - 2) The cabinets must be locked at all times when no employees are in the clinic.
 - 3) Each Procedure Set is assigned a specific slot. The slots should be labeled.

5. Procedure Set Count
 - a. 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.
6. Notations in the designated logbook need to be made each time the Procedure Sets are counted.

B. Individual Instrument Count and Tool Count

1. All instruments and sets should be counted at the beginning and end of each shift.
2. Instrument drawers are designed to hold two instruments or tools per shadow box slot.
 - a. 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.
 - a. This can be accomplished by placing a large suction tip, tongue blade, or small section of plastic pipe in a sterilizing bag and labeled “dummy.”
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 the inmate leaves 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. The master *Tool Control – Individual Instruments List* should be available and current. This list should indicate in which drawer and shadow box a given instrument is located.
 - a. 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 toolboxes.
2. Separate toolboxes may contain surgical, operative, and denture instruments and tools.
3. Removing / Adding Instruments or Tools
 - a. An *Inventory List* of all instruments can be found in each of the Instrument Boxes.
 - b. **Always** document the removal / addition immediately on the *Inventory Box Inventory Sheet*.
 - 1) If possible, re-inventory the Instrument Box at that time.
 - a) If needed, however, the inventory can take place at a later time during the same shift.
 - b) Send a copy of changes to the MSP Tool Control Officer.
4. Instrument Box Inventory documents
 - a. 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.
 - a. The seal #, employee's initials, and date are placed on the label on the outside of the Instrument Box.
 - b. The seal is affixed to the Instrument Box through the open slot in the front of the box after the box is locked.
 - 1) This seal prevents the Instrument Box from being opened unless the seal is broken.
 - c. At the beginning and end of each shift, the Instrument Boxes are checked to ensure the seal is unbroken and the seal # matches the most current notation on the Instrument Box label.
 - 1) There is no need to unseal the Instrument Box if the seal is secure and properly documented.
 - d. If the seal is broken or missing, the Instrument Box must undergo a complete inventory.
 - 1) The inventory results must be documented, and a new documented seal placed.
 - 2) *MSP 3.1.14 Tool Control* should be followed if any instruments or tools are missing.

D. Dental Sharps

1. An accounting of all sharps, including anesthetic needles, suture needles, and disposable blades should be made at the beginning and end of each dental procedure.
 - a. 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 Count and Tool Count.
3. A logbook should be utilized to track the daily beginning and ending dental sharps count.
 - a. In addition, the logbook should include notations of dental sharps utilized for dental treatment for a given inmate.
4. Sutures, Anesthetic Needles and Scalpel Blades
 - a. These can be sealed into sealing tubes, sealed sterilizing bags, or in other containers to ensure accurate tracking and accountability.
 - 1) Reserve Stock Inventory
 - a) A complete box of scalpel blades, needles, or sutures can be divided into groups.
 - b) Place a small label marked on each group and the expiration date, if applicable.
 - c) An identification tag with ordering codes can be placed on the last group.
 - d) The Reserve Stock Inventory of sutures, 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 toolbox.
 - 2) Daily Use Stock Inventory
 - a) Sutures, needles, and scalpel blades are transferred as needed from the Reserve Stock to the Daily Use Stock Inventory.
 - b) A single group is opened as necessary.
 - c) Every time scalpel blades, needles, or sutures are removed for clinical use, a notation is made on the Daily Use Stock Inventory list including the date, the number of items used, and the inmate DOC#, as well as the staff member 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.
 - a. 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.
 - b. If not located, quietly summon security.

2. If an instrument or tool cannot be located:
 - a. Immediately recount the instruments and/or tools in the area where the instrument or tool went missing.
 - b. Scan the entire area, including any other clinical areas.
 - 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 or Tools process below.
 - e. Check with other staff and request the assistance of other staff members in locating the missing instrument or tool.
 - f. Look in all the dental clinics, including waste containers and other areas to which an instrument or tool may have been inadvertently carried.
 - g. A thorough search of every waste and sharps container should be made if the missing instrument / tool is not otherwise found.
 - h. Safety protocols must be followed if searching a waste or sharps container. These include:
 - 1) Always utilize gloves when searching a waste or sharps container.
 - 2) Pickup pliers or similar instrument should be utilized to look through a sharps container.
 - 3) Care must be taken to ensure a needle stick or cut does not happen while searching for a potential lost item.
 - 4) If a sharps container is opened:
 - a) it should be done carefully and the contaminated sharps must stay contained;
 - b) carefully search through the container without dumping or removing any sharps from the original sharps container; and
 - c) after the search, carefully re-seal the sharps container.
 - 5) When searching through a waste container:
 - a) place the enclosed waste material in a new waste container bag, one item at a time;
 - b) to minimize any chance of injury, do not place your hand into the waste container beyond where the items can be clearly seen.
 - i. Evaluate log entries and broken and/or repair list boxes to confirm the instrument is not there.
 - j. If an instrument is brought into or moved from a clinic, it should be entered into the *Tool Control Logbook*.
 - k. If the instrument or tool is still not located, notify the Tool Control Officer without delay.

F. Compromised Instrument or Tools

1. Safety of dental staff and other inmates is the primary concern.
2. 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.
 - a. Next, discretely contact the Security Office or a correctional officer without raising suspicion with the inmate. Stay at a safe distance until a security team arrives.
 - b. Do not dismiss the inmate from the dental chair or indicate to the inmate that there is any problem.
 - c. Contact Prison Base or the area correctional officer, preferably without the inmate's knowledge, without delay. Place the phone call from the dental lab phone if possible.
3. The dental lab is considered the safe room.

G. Missing Instrument or Tool During the Daily Count

1. Recount all the instruments and tools in the clinic.
2. Evaluate log entries, and 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, and dental lab and staff areas.
5. Carefully search the garbage, waste containers, and sharps containers. Always use personal protective barriers while searching through clinical waste materials.

H. Bi-Annual Inventory Control Count

1. Twice each year, the MSP Tool Control Officer makes a thorough and complete inventory of all clinic tools and instruments.

I. Broken and/or Defective Instruments

1. An Instrument or tool that is broken and needs to be replaced must still be accounted for.
 - a. When an instrument or tool 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.
 - 1) This can be the clinic Extras Toolbox or a Secure Broken Instrument Container.
 - 2) Once transferred:
 - a) make a complete accounting of all instruments or tools in the Extras Toolbox or Secure Broken Instrument Container,
 - b) make notations of the instrument additions and then re-seal.

J. Instrument and Tool Repairs or Servicing

1. 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 again when returned.
 - a. A marker or “dummy” instrument must be placed in the instrument set or Shadow Box slot, with notations indicating the instrument or tool is accounted for and has been sent out for repairs or servicing.

K. New Instruments and Tools

1. When ordering a new instrument or tool, a *New Instrument Order* form must be completed and sent to the Tool Control Office.
2. Receipt of new instruments and tools must be:
 - a. verified with the MSP Tool Control Officer;
 - b. reflected on the *Tool Control Inventory* sheets; and
 - c. entered into the *Tool Control Logbook*.
3. Surplus new instruments should be stored in the appropriate Instrument Boxes.
4. The *Instrument Box Inventory* sheet should be adjusted to show the addition.
5. The Instrument Box should then be inventoried and sealed.

L. Controlled Medications

1. Always track controlled medications.
2. Maintain the *Medications Logbook*.

IV. CLOSING

Questions about this procedure should be directed to the Medical Health Services Manager.

V. REFERENCES

- A. *DOC 4.5.26 Offender Dental Services*
- B. *NCCHC Standards P-E-06*
- C. *NCCHC Standards Appendix G*