The receptionist role in CQC compliance

Glenys Bridges highlights the need for team work

Irrespective of where your practice is located, the new culture of healthcare is one of the whole team working to meet required care standards. Inspectors will visit practices to ensure that each member of the team, irrespective of whether or not they are a GDC registrant have the training and resources required to provide safe, high quality dental care and services.

When it comes to defining the receptionists’ role to ensure compliance with healthcare regulations, there are several essential requirements. For each of these the Provider and Registered Manager must develop policies and procedures. To name but a few, these include procedures for: blending NHS and private services, communicating about and collecting patient’s fees, data security, equality and diversity, patient safety, consent, confidentiality, child protection, risk assessment, the Mental Capacity Act, Information Governance requirements and many more. Irrespective of whether it is delivered in-house or by external trainers, training and preparation for each of these complex aspects needs to be delivered to ensure practice policy and procedures shape the services delivered to patients, rather than simply filling-up a folder on a shelf in an office.

High quality and customer care sits at the core of care quality standards. Service with a smile is a significant first step towards creating a welcoming environment. However, a smile alone is not enough to create a perception of competence. Intelligent reception services are developed with in-depth understanding of patients’ needs for information about all aspects of their treatment. Care quality standards specify the need to collect information so that patient satisfaction levels can be monitored. Then to go on to use the information gathered, to evolve systems and procedures to meet the needs identified by patients, the practice team and regulatory bodies.

Historically, the training and development needs for reception staff have been side-lined. In the current regulatory climate it would be naive of practices to overlook the need for their reception teams to be fully involved in developing care standards. Even although they are not GDC registrants in their own right, unless receptionists are fully involved in setting and meeting the practice’s standards of quality and care, the hard work of clinical teams will fail to reach their full potential.

Service with a smile is a significant first step toward creating a welcoming environment.

About the author

Glenys Bridges is an independent dental team trainer. She can be contacted at glenys.bridges@gmail.com

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