FREE GUIDE FOR CALIFORNIA DENTAL TEAMS

Inspection Ready in *15 Minutes*

The 25 things an inspector checks first, and how to fix each one before they walk in.

01	A 15-minute walkthrough route
25	Checkpoints with quick fixes
05	Zones, front desk to operatory
✓	Regulation references you can trust



Ashley McEachern, RDA

Board-Approved CE Provider
#6295 · Still chairside every week

ELEVATED DENTAL EDUCATION

Practical compliance education for California dental teams
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HOW TO USE THIS GUIDE

Grab a pen and walk your office *like an inspector would.*

Inspections rarely fail on the big things. They fail on the small, easy-to-miss things: a missing poster, an empty log, an expired card. This guide walks you through the office in the same order an inspector usually does. Check each box as you go. Anything you can't check is your to-do list.

1	2	3	4	5
Front office & postings	**Written programs**	**Team training & records**	**Sterilization area**	**Operatories**
3 MIN	3 MIN	2 MIN	5 MIN	2 MIN

Do it together

Walk it with your office manager or a teammate. Two sets of eyes catch twice as much, and the whole team learns what "inspection ready" looks like.

Repeat it quarterly

Put a recurring 15-minute walkthrough on the calendar every three months. Small fixes stay small.

Keep one binder

Store every written plan, log and training record in one labeled binder so you can hand it over in seconds.

Read the "Quick fix"

Every checkpoint includes a simple fix you can usually finish the same day.

> *"Compliance shouldn't feel like a checklist you dread. When teams understand the why, they get it right."*
>
> ASHLEY MCEACHERN, RDA

THE 25 CHECKPOINTS

Front Office & Postings

3 MINUTES

The first things anyone sees when they walk in, and the easiest wins.

☐ 01 **Dental Board "Notice to Consumers" posted** — 16 CCR §1065

What they look for: Posted where patients can see it, in large print (at least 48-point type).

QUICK FIX Print the Board's official notice, frame it, and hang it at the front desk.

☐ 02 **Infection control regulations posted** — 16 CCR §1005(b)(2)–(3)

What they look for: A copy of California's Minimum Standards for Infection Control posted, plus a written instrument-processing protocol staff can find.

QUICK FIX Post the regulation in the sterilization area and keep your written protocol in a labeled binder beside it.

☐ 03 **Allowable duties chart posted** — 16 CCR §1068

What they look for: The Board's chart of duties each auxiliary may perform, posted in a common area.

QUICK FIX Post the current duties chart in the break room or lab.

☐ 04 **Assistant certificates displayed** — B&P Code §1750(f)

What they look for: Radiation safety and coronal polishing certificates displayed where the assistant works.

QUICK FIX Frame a copy of each certificate at the assistant's main workstation.

☐ 05 **Name tags or licenses visible** — B&P Code §680

What they look for: Every licensed practitioner wears a name tag with name and license type (18-point type) or has the license prominently displayed.

QUICK FIX Order simple name tags: "Jane Smith, RDA".

Written Programs

3 MINUTES

Inspectors ask, "Can I see your written plan?" Hand it over in seconds.

☐ 06 **Injury & Illness Prevention Program (IIPP)** — 8 CCR §3203

What they look for: A written, office-specific safety program with a responsible person named.

QUICK FIX Keep it in a red "Compliance" binder at the front desk, with your name and date on page one.

☐ 07 **Workplace Violence Prevention Plan + incident log** — Labor Code §6401.9

What they look for: A written, site-specific plan and a violent incident log, required for most California employers since July 1, 2024.

QUICK FIX If you don't have one yet, make it this month's priority.

☐ 08 **Bloodborne Pathogens Exposure Control Plan** — 8 CCR §5193

What they look for: Written plan, reviewed and updated at least once a year.

QUICK FIX Write the review date on the cover every January.

☐ 09 **Hazard communication + safety data sheets** — 8 CCR §5194

What they look for: A written program, an up-to-date chemical list, a safety data sheet (SDS) for every product, and labeled secondary containers (spray bottles!).

QUICK FIX Walk the office with your chemical list once a quarter; add new products the day they arrive.

☐ 10 **Sharps injury log** — 8 CCR §5193

What they look for: A log of any needlestick or sharps injury, kept current.

QUICK FIX Keep a blank log in the binder so it's ready if you ever need it.

Team Training & Records

2 MINUTES

Paperwork that proves your team is trained and protected.

- [ ] 11 **Annual bloodborne pathogens training records** — 8 CCR §5193

What they look for: Dated records of each person's training, the content and the trainer, kept for 3 years.

QUICK FIX Use one sign-in sheet per training and file it with the agenda.

- [ ] 12 **Hepatitis B vaccine offered** — 8 CCR §5193

What they look for: Vaccine offered to at-risk employees, with a signed declination on file for anyone who refuses.

QUICK FIX Add the offer and declination form to every new-hire packet.

- [ ] 13 **New dental assistant requirements** — B&P Code §1750(c), (f)

What they look for: Unlicensed DAs complete a Board-approved 8-hour infection control course before doing any procedure with exposure to blood or saliva, and a 2-hour Dental Practice Act course and current BLS within one year of hire.

QUICK FIX Track each new assistant's deadlines on a simple chart starting on day one.

- [ ] 14 **BLS / CPR current for the clinical team** — Licensure & renewal requirements

What they look for: Unexpired Basic Life Support cards for everyone who treats patients.

QUICK FIX Keep copies in one folder and set reminders 60 days before expiration.

- [ ] 15 **Every license and permit current** — Dental Practice Act

What they look for: Inspectors look up licenses and permits for each team member.

QUICK FIX Keep a one-page roster of license numbers and expiration dates; verify online each quarter.

Sterilization Area

5 MINUTES

Where inspectors spend the most time, so spend yours here too.

- [ ] 16 **Weekly spore test for every sterilizer** — 16 CCR §1005(b)(17)

What they look for: Biological (spore) testing at least weekly for each sterilizer, with results kept for 12 months.

QUICK FIX Pick a “Spore Test Day” and log every result, pass or fail.

- [ ] 17 **Packages intact, dry and indicated** — CDC Guidelines

What they look for: Instruments stored in sealed, dry, undamaged packages with indicators that show they went through a cycle.

QUICK FIX Re-process any torn, wet or unmarked package.

- [ ] 18 **Clean and dirty kept separate** — CDC Guidelines

What they look for: A clear one-way flow from dirty, to clean, to sterile storage.

QUICK FIX Label the zones on your counters, even with simple signs.

- [ ] 19 **Utility gloves for instrument processing** — 16 CCR §1005(b)(8)

What they look for: Heavy-duty utility gloves used when handling contaminated instruments, and exam gloves never washed or reused.

QUICK FIX Keep labeled utility gloves at the dirty sink.

- [ ] 20 **Eyewash station ready** — 8 CCR §5162

What they look for: Unobstructed and activated weekly, with a log.

QUICK FIX Run it for a few seconds each week on Spore Test Day and initial the tag.

Operatories

2 MINUTES

The last stop, and the one patients see too.

☐ 21 **Waterlines flushed** — 16 CCR §1005(b)(18), (21)

What they look for: Lines flushed at least 2 minutes at the start of each day and at least 20 seconds between patients; sterile irrigant for surgery.

QUICK FIX Post a small reminder card on each unit.

☐ 22 **Surfaces barriered or disinfected** — 16 CCR §1005(b)

What they look for: Barriers changed, or clinical contact surfaces cleaned and disinfected after every patient, using the product's full contact time.

QUICK FIX Write the disinfectant's contact time on the bottle in marker.

☐ 23 **Sharps containers at point of use** — 16 CCR §1005(b)(9)

What they look for: Containers as close as possible to where sharps are used and not overfilled; needles recapped one-handed and never bent or broken.

QUICK FIX Replace containers at the fill line, not when they're overflowing.

☐ 24 **Protective attire handled correctly** — 16 CCR §1005

What they look for: Gowns changed daily, or sooner if wet or soiled, and removed before leaving patient-care areas.

QUICK FIX Add a hook by the door so gowns come off before the break room.

☐ 25 **Infection control basics in action** — 16 CCR §1005 · 8 CCR §5193

What they look for: Gloves, masks and eyewear worn correctly, hand hygiene before and after gloves, and no food or drinks in clinical areas.

QUICK FIX Do a 2-minute “huddle check” at your morning meeting.

YOUR SCORE

25
Inspection ready
Beautiful work. Keep your quarterly walkthrough on the calendar.

20–24
Almost there
Fix the gaps this week. Most take less than an hour.

Under 20
Time for support
You're not alone, and it's very fixable. Let's make a plan together.

BONUS TIP

Dental Materials Fact Sheet: California requires giving the Dental Board's Dental Materials Fact Sheet to new patients and to patients of record before restorative work, with a signed acknowledgment kept in the chart (B&P Code §1648.15). It's one of the most commonly missed items, so check your new-patient packet today.



MEET YOUR EDUCATOR

Hi, I'm Ashley.

I started in dentistry at 17, trained hands-on by a dentist, and I still work chairside as an RDA today. I created Elevated Dental Education to give teams the practical, engaging compliance training I always wished I'd had: no fear, no fluff, just what to do on Monday morning.

Want an expert walkthrough instead?

I'll come to your office (or meet you on Zoom), walk every zone with your team, and leave you with a clear, prioritized plan.

- Customized compliance manual + team training
- Board-approved CE: Infection Control, Dental Practice Act, OSHA
- Yearly updates so you stay inspection ready

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> *"Yesterday's Zoom CE courses were well presented, educational and informative. It was an easy and affordable option. I highly recommend."*
>
> KIM OLNEY · GOOGLE REVIEW ★★★★★

This guide is general education to help California dental offices prepare. It is not legal advice and does not list every requirement that may apply to your practice. Regulations change, so always confirm current requirements with the Dental Board of California, Cal/OSHA and other applicable agencies. References were current as of October 2026.

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