

### 3.3.4.7 Clinic Space, Equipment and Supplies

#### (a) Policy

All California Department of Corrections and Rehabilitation (CDCR) dental departments shall be provided with sufficient suitable space, equipment and supplies to provide and maintain an adequate dental health care delivery system in each institution.

#### (b) Purpose

To establish guidelines and basic requirements for adequate space, equipment and supplies in order to deliver dental services in CDCR facilities.

#### (c) Procedure

- (1) Major and minor dental equipment (e.g., dental operatory chair and delivery systems, handpieces, X-ray units, sterilizers, vacuums and compressors) shall be standardized statewide in all dental clinics to ensure safety and allow for a consistent level of care, facilitate in the training of all staff and increase efficiency in the delivery of dental care.
- (2) All clinical dental staff shall receive training on the proper operation and maintenance of major and minor dental equipment. The Health Program Manager III shall maintain training records on the proper operation and maintenance of major and minor dental equipment for a period of three years.
- (3) Examination and treatment rooms for dental care shall be large enough to accommodate the equipment and fixtures needed to deliver adequate dental services.
- (4) Institution dental department management shall establish and maintain a process to manage dental supply inventory which shall include, but not be limited to:
  - (A) Assigning responsibility for inventory oversight.
  - (B) Centralizing supply storage.
  - (C) Limiting access to supply inventory.
  - (D) Rotating stock kept in storage.
  - (E) Monitoring supply usage in the clinics to prevent materials from expiring.
  - (F) Purchasing supplies in the most economical manner available which shall include, but is not limited to, use of the Statewide Dental Supply Formulary.
  - (G) Adjusting purchasing practices to minimize waste.
- (5) Each dental clinic shall have pharmaceuticals, medical supplies, and mobile emergency equipment, (i.e., oxygen, Automated External Defibrillator [AED]) available for management of medical emergencies in the dental clinic.
- (6) If laboratory, radiological, inpatient, or specialty services are provided on-site, the area(s) devoted to any of these services shall be appropriately constructed in accordance with state and federal guidelines for health and safety and be of sufficient size to accommodate all necessary equipment, records, supplies, tools, etc.
- (7) The following major and minor dental equipment may be replaced according to the indicated replacement cycle date or, if applicable, according to the manufacturer's instructions, whichever is sooner:
  - (A) Dental Operatory System: every 10 years.
  - (B) Panoramic Unit: every 15 years.
  - (C) Intraoral Radiographic Unit: every 15 years.
  - (D) Vacuum/Compressors: every 5-7 years.
  - (E) Autoclave: every 5 years.
- (8) Major and minor dental equipment that becomes inoperable and is irreparable as determined by a certified service technician shall be replaced regardless of the number of years the equipment has been in service.
- (9) The evaluation and selection of major and minor dental equipment shall be determined by the CDCR, Division of Health Care Services (DHCS), Adult Correctional Dental Care (ACDC).
- (10) The research and evaluation process shall include, but is not limited to:
  - (A) Product evaluation reports from the United States Armed Forces, and the American Dental Association.
  - (B) Evaluation and analysis of the quality and performance factors of existing dental equipment in CDCR and other agencies (e.g., Veterans Administration, Dental Schools, United States Armed Forces) by DHCS, ACDC Administrators.
- (11) After a period of five years or longer, depending on the replacement cycle of the equipment, a re-evaluation, analysis, and selection of major and minor dental equipment shall be conducted by CDCR, DHCS, ACDC Administrators.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES  
Health Care Department Operations Manual

**Revision History**

Effective: 04/2006

Revision: 11/2017, 11/2020, 02/2022