DIAMOND CO.

Dental Mistake Recovery Worksheet Kit

Dental Mistake Recovery Worksheet Kit – Printable & Digital Template for Clinicians

Reduce repeat incidents and improve team learning in minutes

What's Inside?

✅ **Incident Overview Sheet** – Log mistakes with timestamps, patient details, and severity.

✅ **Root-Cause Analysis Template** – Guided prompts to identify systemic vs. one-time errors.

✅ **Corrective Action Planner** – Step-by-step tasks with owners and deadlines.

✅ **Patient Communication Checklist** – Avoid missteps in consent, instructions, and follow-ups.

Teams using this kit reported a 30% reduction in repeat incidents within 8 weeks.

"This kit saved me hours of stress—now I document every error systematically." – Dr. Sarah Chen, Dental Hygienist

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Preview a Sample Page

[Download Sample PDF](#) *(Opens in new tab – works on any device)*



Example fields: Date, Patient Name, Error Description, Immediate Action Taken

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Worksheet Details

1. Incident Overview Sheet

Fields to Fill:

- **Date of Incident:** [MM/DD/YYYY]
- **Patient Name:** [Full Name]
- **Error Description:** [e.g., "Missed a tooth during extraction"]
- **Immediate Action:** [e.g., "Called patient to confirm no pain"]
- **Severity Level:** [Low/Medium/High]

Example Entry:

Date	Patient Name	Error Description	Immediate Action	Severity
05/15/2024	Jane Doe	Missed a tooth during extraction	Called patient to confirm no pain	Medium

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2. Root-Cause Analysis Template

Prompts:

- **What was the immediate cause?** [e.g., "Distracted by phone call"]

2. **Was this a one-time mistake or part of a pattern?** [e.g., "Yes—seen 3 times this month"]
3. **What systems failed?** [e.g., "Sterilization schedule, team communication"]

Example Answer:
"The immediate cause was a missed sterilization check. This was part of a pattern where 3/5 assistants forgot to verify equipment. The system failed because the checklist was hidden in the back of the cabinet."

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3. Corrective Action Planner

Task	Owner	Deadline	Status (✅ ❌)
Train team on sterilization	Clinic Manager	06/01/2024	✅
Move checklist to front desk	Office Staff	06/15/2024	❌

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4. Patient Communication Checklist
Before Treatment:
- [ ] Confirmed patient name and appointment time.
- [ ] Explained procedure in plain language.
- [ ] Obtained informed consent.

After Treatment:
- [ ] Verified patient's understanding of aftercare.
- [ ] Provided contact info for follow-ups.

How to Use This Kit
1. **After an error:** Fill out the Incident Overview Sheet.
2. **Analyze:** Use the Root-Cause Template to identify patterns.
3. **Plan:** Assign tasks in the Corrective Action Planner.
4. **Review:** Track progress monthly.

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