

Office Evaluator Scope of Work

The selected contractor must be familiar with OSHA, AAMOS, ASDA, ADA, and ASA safety details, and must have in-depth knowledge and comprehension of anesthesia quality standards. The goal is to ensure that sedation practitioners in New Mexico provide their patients with the safest environment, well-functioning equipment and proper patient monitoring. The Committee will assign the selected contractor to the office evaluation sites and will work with the selected vendor to ensure that the evaluations are chosen/selected evenly and assigned on a case by case basis.

The cost for a single office evaluation shall not exceed \$1,000.00. A selected contractor will be paid up to, but no more than, \$1,000.00 for conducting a single evaluation. The \$1,000.00 per evaluation fee covers the office evaluation, and any mileage and lodging expenses incurred by the selected vendor.

Should two evaluators attend and perform one office evaluation, each evaluator may only charge \$500.00 for the office evaluation. The \$500.00 fee will include any mileage and lodging expenses incurred by the evaluator, for a combined total charge of \$1,000.00 for that particular office evaluation.

This contract shall not exceed \$11,000.00 per fiscal year (July 1 to June 30). If the contract is awarded to two vendors, the contract will not exceed \$5,500.00 per vendor, per fiscal year.

Term:

The term of this Agreement shall be for one (1) year from the date of award with the option to extend for a period of three (3) additional years, on a year-to-year basis, by mutual agreement of all parties and with the approval of the New Mexico State Purchasing Agent (SPA) at the same price, terms, and conditions stated herein. This Agreement shall not exceed four (4) years.

Specifications:

- **Anesthesia Inspector Responsibilities Include:**
- Ensuring that the office is neat, clean, and easily accessible to emergency response personnel;
- Verifying the ACLS/BLS/(PALS if applicable) status of the dentist(s) and sedation support staff;
- Reviewing 10 random charts to identify past sedative procedures;
 - Verifying the types of patients the provider sedates, such as body types, ages, procedures performed, medical history obtained, proper pre-work;
- Verifying the types and proper use of the sedatives being used;
- Verifying the provider and office are providing sedation for appropriate patient populations.

Responsibilities

- Observations of the procedures for staff preparation prior to patient arrival;
 - After patient's arrival: NPO status verified, allergies and med rx documented, heart/lung sounds evaluated, airway evaluated, medications recorded, consents signed, surgery reviewed;
 - Operatory prepared for sedation;
 - Staff duties;

- Equipment present and in good working condition (emergency batteries charged)
 - Emergency cart, suction, AED, airway rescue equipment, B/P, EKG, pulse oximetry, respiratory monitoring;
- Appropriately sized airway equipment:
 - O2 tanks with delivery system
 - Bag valve masks (BVMs)
 - Nasal cannulas
 - ETT or LMAs
 - McGill's forceps
 - Laryngoscope
 - Tracheostomy kits
 - Naso/Oro-pharyngeal airways
- Maintain records of emergency procedures, equipment information, drug log, and previous anesthetics delivered:
- Inspect procedures to ensure proper infection control guidelines are being followed;
- Monitor the use of equipment to ensure it is safe and well-maintained;
- Fullfill the requirements of the New Mexico Board of Dental Health Care Office Anesthesia Evaluation Form;
- Prepare and submit any reports required by the New Mexico Board of Dental Health Care.