How to Use the Excel DHAT Procedure Log

This spreadsheet is meant to help keep track of competencies completed and hours supervised during recertification and preceptorship of DHAT and DHATP.

As a reminder:

For recertification

- DHAT/P require 80 hours of direct supervision with EVERY competency checked off as "Clinically Acceptable" at least once.
- Another option would be to check EVERY competency off as "Clinically Acceptable" 8 times. This method would be challenging since there are so many competencies, so most people choose the first option that includes 80 hours.

 For preceptorship

- DHAT require 400 hours of direct supervision with EVERY competency checked off as "Clinically Acceptable" at least once.

To use this form, this section should be filled out with the following information:

	Procedure	Visit info
1	Date	1/18/2024
	Procedure length (min)	30
	Supervising Provider	Jburks
	Patient ID	2

- The "1" on the left indicates that this is the 1st patient encounter that the DHAT is being supervised for.
- The date that is entered is the date that the patient was seen
- The "Procedure length (min)" is how many minutes we can count for direct supervision for this patient encounter
- The "Supervising Provider" is who was doing the direct supervistion
- The "Patient ID" is whatever method your corporation chooses to link this entry with a specific patient's chart so you can audit this information at a later date
    o Some places put patient chart numbers here
    o Some places put the number of the sequence that the patient was seen to avoid having patient identifying information on this form (example: "2" if this is the second patient the DHAT saw on the date listed)

When the form is filled out as directed above, it will automatically add up the total amount of time that has been spent on direct supervision and you will see the sum of all the times entered at the top of the form.

Name:	Sally
Total Hours	0.5

Total Minutes	30.00

You can monitor these numbers to know when the DHAT has reached the requirement of either 80 hours or 400 hours.

How to mark that a competency has been completed:

For the patient encounter that has just been completed, you can then look to the right of that and find the list of competencies across the top of the table

Procedure	Visit info	TB Prophy/OHI	Application of F-	Dental Charting	EO/IO Photos	prophy (scaling and polishing)	Sealants	BW (2 or 4)	Ant PA	Post PA
Date	1/18/2024	x								

If during the patient encounter that is being supervised, there is a competency that has been completed, you put a simple "X" on one of the lines in the box below that competency for that specific encounter.

- If you put a space before or after the "X" or any other letters or numbers on the same line, the X will not count.
- Even though you can't see the lines, there are 4 separate lines in the box underneath the competencies. You can put your "X" on one line and then type a comment on the next line.
- If 4 of the same competencies were completed during a patient visit, you could put an "X" on each of the 4 lines with no comments.

Must have at least 1 of each procedure →			1	0
Procedure	Visit info	TB Prophy/OHI	Application of F-	De
Date	1/18/2024	X		
Procedure length (min)	30	Great Job		
Supervising Provider	jburks	↑		
Patient ID	2			

The "X"'s in each column will be tallied at the top of the column so it will be easy to see at a glance how many of each type of competency has been completed during the supervision hours.

- The circled numbers in the image below show you the sum of all the competencies completed for each of the competency types shown.

①	②	②
Application of F-	Dental Charting	EO/IO Photos
X	X	
		X
	X	X