

VSOMS Office Anesthesia Evaluation Policies

*In the state of Virginia, AAOMS members who successfully complete the AAOMS/VSOMS Office Anesthesia Evaluation are exempt from the VA Board of Dentistry sedation permit requirement. To be considered exempt from the permit requirement, each AAOMS member MUST have completed and passed the office anesthesia evaluation to legally administer moderate sedation or general anesthesia in Virginia. If a sedation permit is not obtained through the state, the evaluation must be successfully completed prior to the administration of anesthesia and subsequently completed every 5 years.

Applying for Onsite Evaluations with VSOMS:

- The VSOMS office anesthesia evaluation application can be found on our website at <https://www.vsoms.org/office-anesthesia-evaluations/>.
- Applications with full payment must be submitted no less than 90 days prior to the doctor's evaluation expiration date and/or desired timeframe to ensure that an evaluator will be available and able to schedule the evaluation prior to the expiration date or desired timeframe. New members are advised to ~~must~~ submit their application no less than 90 days prior to the date they wish to begin practicing. This will ensure that they will be able to schedule their initial evaluation prior to administering anesthesia.
- If an application is submitted less than 90 days prior to the expiration date or desired start date, VSOMS cannot ensure that an evaluator will be available to administer the evaluation.

Scheduling of Onsite Inspections

- Upon receipt of the application and payment, the VSOMS Executive Director will assign an evaluator to contact the applicant and schedule the onsite office evaluation. If the applicant does not hear from an evaluator within 2 weeks after submitting the application to VSOMS, they should contact Ms. Laura Givens at givens@vadental.org.
- A date and time will be selected which is reasonable and mutually acceptable for both the doctor being evaluated and the evaluator assigned to the region (a date within 90 days from the date the application was submitted if desired). The evaluator will provide at least three dates and time choices and the doctors being evaluated must make themselves and their staff available for the evaluation on one of the options. The doctor being evaluated should contact the VSOMS Executive Director if he/she would like to request a different evaluator.

Established Fees

- The fee is \$550 per doctor evaluated. Satellite offices are those offices in which the same doctor and staff travel to an additional facility not considered their primary location. The fee for satellite office evaluations is \$400.

Cancellation of an Onsite Inspection and Evaluation

- Whenever an applicant cancels an onsite evaluation, the applicant shall provide the VSOMS Executive Director and Anesthesia Committee written reason for the cancellation. If the first cancellation occurs 14 calendar days or more before the date of the scheduled evaluation, the fee paid shall be applied toward the next scheduled inspection.
- If the applicant cancels the evaluation a second time, all fees are forfeited, and a new evaluation must be scheduled at full fee.

Grading of the Evaluation

- The evaluation shall be graded on a pass/fail system.

- The following constitutes a failing grade
 - 1) Inadequate monitoring
 - 2) Inadequate/Expired equipment
 - 2) Failure to recognize and/or treat respiratory or cardiac depression
 - 3) Insufficient, inadequate, or incompetent staff
 - 4) Any action or omission that may lead to a life-threatening situation for a patient.
 - 5) New or renovated offices that cannot provide documentation confirming that medical gasses have been inspected and verified by a qualified/certified inspector.
- An applicant who has failed may submit a written appeal within thirty (30) days after the date on which the results of the evaluation were emailed or mailed. Upon receipt of the appeal request and submission of an additional fee, the VSOMS Anesthesia Committee will schedule another evaluation by a second evaluator. A third failure will be reviewed by the VSOMS Executive Council.

Manner of Notification of Evaluation

- Upon completion of evaluation, the results will be emailed or mailed to the doctor within 15 days. A certificate from AAOMS will follow within 90 days, which will be of sound quality and is to be posted in plain view of patients (required by the Virginia Board of Dentistry). Photocopies of the certificate are allowed by the Board of Dentistry and should be posted in satellite offices.

Renewal

- Office evaluations must be conducted every 5 calendar years from the initial evaluation. As a courtesy, VSOMS mails a letter of notification and application information 4-6 months prior to each VSOMS member's expiration date, however; it is the responsibility of each doctor to ensure they are current with their evaluation. It is each doctor's responsibility to contact VSOMS and submit an application for evaluation for recurring (and any newly established) offices within the time frame indicated in these policies (no less than 90 days).

New Office Evaluations

- Not only is each doctor required to have an evaluation every five years but, each office must be evaluated every 5 years. When a doctor applies for any newly established offices in a practice, the application must be submitted within the time frame indicated in these policies so that the doctor (and all doctors within the practice) are exempt from obtaining a permit to administer anesthesia in the additional office.