

Step by step Sterile

Break down tray- Sharps get thrown into red sharp container. Throw away trash.

Scrub burs and instruments then inspect them for decay/debri.

Band instruments together and set into the ultrasonic (shaker).

Place scrubbed burs into mesh bur holder and place into ultrasonic (shaker).

Place lid on ultrasonic and move timer to ten minutes.

Bur blocks get wiped and bagged.

Handpieces get wiped and placed into lubricator, press start button.

-Once ultrasonic is complete, pull basket over sink and rinse off instruments, place onto blue drying cloth.

Unband instruments and seal into correct size bags.

With CLEAN gloves, grab trays from autoclave and place bagged instruments face down, with no overlapping. Any unbagged items need their own space on tray.

Place trays into autoclave, CHANGE GLOVES, press “pouches” then “start”

CHANGE GLOVES before wiping your used tray and place onto sterile surface.

STERILIZED INSTRUMENTS

Once the autoclave cycle is complete, using oven mitts, remove hot trays from sterilizer and place onto sterile surface.

All instruments should have a designated/labeled spot.

Bur blocks must be put together and placed into closed tacklebox.

Flipping your chair/room

Do not touch any items on hygiene bay counters with gloves, it is a sterile surface.

Spray bottles are sterile, do not grab with gloves.

When grabbing wipes to sterilize your chair/room must have CLEAN NEW GLOVES

Once your appointment is completed, glove up, remove plastic wrap from chair, break down all instruments and materials, carry into sterile.

Break down your tray using step by step sterile.

Remove all gloves.

Return to your chair/room and spray chair, tray and all attachments with clean hands.

With clean gloves, thoroughly wipe chair, arms, buttons, light switch, trays/attachments, and cords.

Remove all gloves.

Place clean chair barrier over chair, grab your next tray.

CHECK ALL INSURANCE FREQUENCIES & OBTAIN PARENT CONSENT BEFORE TAKING RADIOGRAPHS

3-6 YEAR OLDS: 1 maxillary occlusal, 1 mandibular occlusal AND 2 bitewings or 4 bitewing PA's

(Rule of thumb: SIZE 2 for HORIZONTAL occlusals, SIZE 1 for BWX/PA'S)

6-11 YEAR OLDS: 1 maxillary occlusal, 1 mandibular occlusal AND 2 bitewings AND 1 Pano

(Rule of thumb: SIZE 2 sensor for age 10 and up. If 12 year molars are present always take 4 BWX)

12 YEARS+: 4 bitewings AND 3 maxillary and 3 mandibular PA's

(Rule of thumb: SIZE 2 for BWX and VERTICAL PA's. (PA'S = CANINE / CENTRALS / CANINE)

LIMITED EXAM: AREA(TOOTH) SPECIFIC TO SIGHT OF CONCERN. 1 vertical PA including apex.

ORTHO XRAYS: once per year UNLESS- poor hyg/watches/high risk (lots of previous restorations)

ALWAYS CLEAN XRAY ROOM BEFORE LEAVING!!

XRAY Guide

3-6 year old- Maxillary and Mandibular occlusals. Bitewings/Bitewing PA's if possible.

6-11 year old- 2 Bitewings, upper and lower occlusal, and pano.

If 12 year molars present, 4 bitewings

12 year old- 4 Bitewings (size2), 3 upper and 3 lower anterior PA's

Anterior occlusal/PA's- every other year.

PANO- Every 3 years. New patients (6+up)

New Patient Checklist

- Pull patient back.
- Ask guardian of any concerns.
- Ask patient of any pain or discomfort.
- Look over all medical updates with medications, allergies, diagnoses. Discuss with parents.
- Get x-rays following x-ray guide. Inspect mouth for any obvious decay.
- Make sure ondogram matches patients' mouth/images.
- Add all x-rays to patients appt.
- Prophy and floss.
- Schedule 6 month recare appt.- Make sure all information from new patient paperwork is entered.
- Ask parents "How did you hear about us?" Enter into "referred from" on patients chart.
- Partially complete auto note.
- Do exam with Dr. (Take specific notes)
- Choose Dr. and set complete.
- Run insurance claim in "account"
- Walk patient out.
- Flip your chair following sterilization guide.
- Complete your note.

Periodical Hygeine Checklist

- Pull patient back.
- Ask guardian of any concerns.
- Ask patient of any pain or discomfort.
- Verify any medical updates with medications, allergies, diagnoses.
- Get x-rays following x-ray guide. Inspect mouth for any obvious decay.
- Make sure ondogram matches patients' mouth/images.
- Add all x-rays to patients appt.
- Prophy and floss.
- Schedule 6 month recare appt.
- Partially complete auto note.
- Do exam with Dr. (Take specific notes)
- Choose Dr. and set complete.
- Run insurance claim in "account"
- Walk patient out.
- Flip your chair following sterilization guide.
- Complete your note.

Operative checklist

- Prepare room with tray- Be aware of what you're doing.
- Have xrays pulled up and ready for Dr.
- Pull patient back.
- Ask guardian if they have any questions about what we're doing today.
- Ask patients if they would like to watch a specific show.
- Verify any medical updates with guardian.
- After patients is comfortable, place topical.
- Use this time to ensure you are ready for local and have everything needed.
- Assist with local, holding arms/hands.
- After local completed, partially complete your note or schedule next visit appt.
- Assist Dr with treatment.
- Set appointment complete after ensuring appointment is correct with what you just completed.
- Run insurance claim in "account"
- Give patient their token and make sure next visit is scheduled BEFORE walking them out.
- Walk patient out.
- Flip your chair following sterilization guide.
- Complete your note.

Sedation Checklist

- Make sure both rooms are prepared with all supplies needed.
- After your last patient, flip both rooms following the sterilization guide.
- Remove all excess materials and put in designated areas.
- Remove all trash.
- Flush lines.
- Replace trap.
- Sweep and mop.
- Check and ensure all blood/debris has been cleaned.
- Refill water bottles.