

Family Dentistry

DENTAL ASSISTANT	Date: [DATE]	Approved by:
DAILY ROUTINE	Policy # DA-83	Revised:

The following is a list of the basic duties and functions you are responsible for on a daily basis. Additional policies and technical manuals are available to give you a more complete description of how to do these functions.

Morning

1. Turn on overhead lights.
2. Turn on RED light switches (water, compressor, & vacuum) in consult area, turn air conditioner thermostat to 70 degrees.
3. Prepare operatories for first and second patients.
 - a. Turn x-ray machines, carpule warmers on.
 - b. Check for cleanliness and neatness.
 - c. Check all supplies.
 - d. Setup for the procedure indicated: restorative, crown/ bridge, or RCT.
 - e. Empty all cold sterile storage containers and allow them to dry.
4. Lower blinds and chairs.
5. Add extra solutions, usually a capful, to x-ray processor and turn it on.
6. Trim models and get lab cases ready to go out.
7. Be ready for morning staff meeting no later than half hour before it starts

Daily

1. Assist doctor at chair.
2. Clean operatory after each patient.
3. Prepare room for next patient.
4. Clean used impression trays on specified day.
5. Keep lab and instruments clean.
6. Inventory control:
 - a. During the day constantly check supply of materials.
 - b. Write down any needed supplies. Include all necessary information.
 - c. Order supplies on Fridays, unless needed immediately. Ensure necessary paperwork and record keeping is always maintained regarding ordering supplies.
 - d. Always check to be sure the needed supplies have not already been ordered.
 - e. Review inventory needs with the doctor before ordering.
7. Every day around 4:00, check the next day's schedule to ensure all lab cases are in.
8. Complete all checklists for opening and closing the dental operatories.

The Receptionist will let the assistant and doctor know a patient has arrived by use of a colored slip that will consist of the patient's arrival time and appointment time. If we are running behind schedule, the Receptionist will come back 5 minutes later with another note to alert the assistant to this situation. The assistant must then go out to the reception area and apologize to the patient for running behind and inform him of how much longer we expect to be.

End of Day

1. Be sure all instruments are clean and turn on the autoclave.
1. Clean all operatories:
 - a. Flush suction (after oral surgeries).
 - b. Clean suction traps every night, or as needed.
 - c. Clean sinks (turn water knobs in each off), counters, and chairs.
 - c. Ensure all TV'S and lights are off.
 - d. Turn off units and adjust air-conditioning or heat.
 - e. Raise chairs in operatories to highest point
 - f. Raise blinds in operatory 1 to their highest point.
2. Empty water container in operatories 1 and 3, purging the system by forcing air through A/W syringe and high-speed hand piece.
3. Ensure all X-ray units and Developers are off (making sure H2O is off, too).
4. Make sure the stereo and the VCR are turned off.
5. Turn off the water and 3 red switches.
6. Turn off autoclave.
7. Check crown cases for next day and make sure they are in for tomorrow's scheduled patients.
8. Make sure all impressions have been poured.
9. If you are the last one to leave the office, ensure all the lights are off and doors are locked.

LAB MUST BE LEFT IN A CLEAN AND ORDERLY FASHION.

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DENTAL ASSISTANT	Date: [DATE]	Approved by:
OPENING PROCEDURES CHECKLIST	Policy # DA-84	Revised:

- _____ Lower thermostats to 70°
- _____ Turn on all lights, including carpule warmers and 3 red light switches
- _____ Empty autoclave
- _____ Turn on processor and water in x-ray room, add 6oz of fresh fixer & developer into appropriate tanks
- _____ Lower blinds in operatory #1 to a closed position
- _____ Lower chairs
- _____ Empty chairside cold steriles and restock needed supplies in operatories
- _____ Put away clean instruments
- _____ Set up operatories for first patients
- _____ Gather charts for morning huddle, along with progress notes and lab Rx's
- _____ Participate in huddle and inform staff what procedures will be rendered for each patient
- _____ Give lab cases not completed the day before to the Receptionist, to call for pickup

*** All the above must be done before the morning huddle. This is why the assistant must arrive 45 minutes prior to patient start time.**

*** Turn in this checklist to Dr. [name] daily, until notified in writing by the doctor that it is no longer necessary.**

SIGNATURE: _____ DATE: _____