

Patient Examination Area Procedures -Volunteer Descriptions

Treatment Priorities:

1. Tooth that hurts patient
2. Removal of infected, painful or non-restorable teeth
3. Basic restorations
4. Sealants

Dentists will:

Determine if the patient is in any pain.

Fill out Patient Exam Card in RED INK as indicated below.

Possible treatment could include:

- Stainless Steel Crown
- Extraction
- Composite Resin / Glass Ionomer
- Pulpotomy / Root Canal
- Sealants
- SDF/SMART Restoration

Patient Exam Card

Review the consent section of the patient card to see what procedures the parents have agreed to allow the patient to receive. The consent form has two questions for extractions: baby teeth and adult teeth. If the parents said yes to one and no to another, Check-In will have circled “yes” and written in the space, either “Baby teeth only” or “Adult teeth only”. If nothing is written in, the parent said yes to both or no to both.

If the parents consented to Silver Diamine Fluoride then “SDF” will be written in the space just below the extraction consent.

You are Station #1 and should be filling out the Station #1 section of the patient card. Each red clipboard has information sheets walking you through the card with a tooth chart on the backside which includes primary and permanent dentition.

- Existing** - Circle the Y or N next to each category
 - Untreated Decay: Does the patient have any obvious untreated decay?
 - Treated Decay: Has the patient ever had any restorative care, including extractions.
 - Sealants: Does the patient have a sealant or partial sealant present in their mouth?
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- #2 X-Ray:** X-rays should be taken on any patient with suspected decay
 - 2 BW if only 1st molars are present
 - 4 BW if 2nd molars are present
 - PA’s if extractions or possible Pulpotomy/Root Canal

- If x-rays are not able to be taken because of patient – diagnostic intraoral pics should be taken

- #3 Restorative Needs:** Treatment that needs to be completed to eradicate the dental need present in the patients month
 - Write down treatment needs by quadrant - even if patient does not have permission for restorative needs. Will be used on referral project.
 - List the tooth number / letter and surface(s) in question
 - List all dental needs present

ONLY MARK RESTORATIVE NEED BOX IF CONSENT IS CIRCLED “YES” ON THE PATIENT CARD – THIS CAN BE FOUND UNDER THE PATIENT NAME

- #4 Sonic Scaler:** If a patient has visible calculus or excessive bleeding/gingivitis

- #4 Sealants:** If a patient has a permanent posterior tooth free of treated or untreated decay, a sealant is recommended
 - Circle all teeth that qualify

- #5 Polish & Fluoride:** All patients should stop at this station

If the patient has no obvious decay and they are only going to stations #4 and/or #5 place a sticker over the quadrant lines on the right side of the card under station #1

THE SCREENING DENTIST NAME MUST BE PRINTED IN THE PATIENT EXAMINATION SECTION OF THE CARD

After the screening is finished, the patient is escorted to the Time Station for Station #1. The time is recorded in the right side of the wording, “Patient Exam”. The runners will escort the patient to the next station that has been marked on the card.

Dental assistants will:

1. Provide the dentist with necessary supplies.
2. Fill out the patient card with red ink pen for the dentist.
3. Place the sticker on the patient over the quadrant section if no decay or treatment is needed.
4. Make sure the dentist name is on the card
5. Take patient to the Lead Volunteer for Area Check-Out.
6. At the end of the day, you need to make sure all supplies are wiped down with disinfectant wipes and placed back in the appropriate container. See Tear Down Instructions.

General Volunteers will:

Lead Area

1. Upon arrival, their main responsibility is to check the patient card to make sure all appropriate areas have been filled out, taking into consideration consent. (see example)
2. Time is recorded in near the words: Patient Examination
3. If station 4 is marked for sealants, teeth numbers must be circled
4. Screening dentist name must be printed
5. Runner is than notified on what station the patient is going to next.

Receiver (1) will receive the patient from the Front Desk Area and place in line.

1. Receiver's goal is to keep all director chairs filled to keep area flowing.
2. Place line on floor with tape to give enough space for patient privacy and to prevent crowding.
3. If waiting time starts to get too long, utilize the Pictionary game provided.

Runners (2) will escort the patient to the next waiting station's check-in table, either Preventative Care #4/#5 or X-Ray #2.

Additional Instructions

- Disposable shields must be used when using the pin lights.
- **I-Paks and disposable shields are SINGLE-USE ONLY.**
- **Probes MUST be** disposed of in a sharps container. **Mirrors can be given to the patient.**
- Assistants are not required to wear PPE unless they are touching the I-Pak instruments after they have been inside the patients mouth, then they **MUST** wear gloves.
- Doctors **MUST** change gloves between each patient.

Patient Examination Area Tear-down

- Use Disinfectant wipes all ink pens, head lights, pin lights, laminated instruction cards and clip boards prior to putting these items away in the crate.
- Return Patient Examination inventory items and additional inventory items back to their original locations per the Inventory Checklist. (See inventory section)
- Close hand sanitizer bottles by pushing down and turning pump to the clockwise, to the right then return to Central Distribution
- Combine gloves, by size, in boxes prior to returning to PPE Area.
- Combine I-Pak boxes prior to storing.
- Please pick up any trash found on the floor to make area look clean.
- Return Sharps Container and Trash to Central Distribution.
- Once all items are off the Director Chair/Signage Crate, take the bags out of the crate. Place the collapsed director chairs inside. Alternate the tops and the bottoms to make the pile level. Place the empty bags between the chairs when packing. Chairs must be pushed as far to one side as possible to allow for the banners (2 rows of 6) to be placed upright at the end. SEE PICTURE

IMPORTANT: Always wear gloves when handling disinfectant wipes. Gloves are located in the PPE Area.