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| --- | --- | --- |
| **Hygiene Operatory Station Inventory** | | |
| Air/Water Syringe\* | Fluoride Varnish\* | |
| Bib Clip | Glasses - Adult | |
| Bibs - patient\* | Glasses – Kids\* | |
| Bio Hazard Bags | Hand Sanitizer | |
| Disinfectant Wipes\* | Masks\* | |
| Cotton Gauze 2x2\* | Mirror - Large | |
| Cotton Rolls\* | Prophy Angles\* (Firm, Medium, Tapered) | |
| Cups\* | Prophy Paste\* (Coarse, Fine, Medium) | |
| Dri-Angles\* | Saliva Ejectors\* | |

**IMPORTANT:**

Items marked with \* are **DISPOSABLE** or **SINGLE USE** and should **NOT** be used again.

Please keep all caps for sealant material and etch. Upon program completion, take off tips, dispose and place back the caps on the sealant and etch syringes. Tips must be changed between each patient. If no cap, go to central distribution and grab another one.

Sealant Kits

|  |  |
| --- | --- |
| Embrace Sealant | Black Tips |
| Embrace Varnish | Blue Tips |
| Etchant | Cotton Rolls |
| 2 x 2 sponges | Dri-Angles\* |
| Microbrushes |  |

**Program Procedures for Sonic Scaling**

**Hygienists Will:**

When you are ready for a patient, hold up the GREEN READY sign. The runner will bring you a patient. Review the patient card including consent area on the front of the card and plan your treatment.

**Possible Treatment**

**Sonic Scaler**

* Full-mouth scaling (20-25 minute maximum service)
* Fill out Station #4 by marking the box
* Print your name on the patient card and place back in patient’s lanyard.

**Sealant**

* Prior to sealant placement clean tooth area in preparation for etchant.
* Place sealants on diagnosed teeth only (limit to 4 sealants if there is a notable wait).
* Fill out Station #4 by circling the teeth that sealants were placed on and mark the box
* Print your name on the patient card and place back in patient’s lanyard.

**Upon completion of sonic scaling and/or sealant placement**

* Hold up Station #2 sign if additional dental needs are identified and x-rays are needed.
* Hold up #5 sign for the patient to finish cleaning in the Prophy and Fluoride Station.
* A runner will escort the patient to proper station

**Note:** If time allows and there are no patients waiting, you can complete Station #5 cleaning and fill out Station #5 on the patient card in the patient’s lanyard.

**Clean Up Between Patients**

1. Place dirty instruments in blue container, securing lid and transport to the sterilization area. Volunteers in sterilization area will guide you on protocol in that area.
2. Special note – ultrasonic instruments - all pieces, handle and 3 tips, must all go to sterilization together.
3. Throw all disposable items without blood mucous in trash bag found on the right side of the station.
4. Throw any items with blood mucous in the biohazard receptacle found in between the stations.
5. Disinfect all surfaces.
6. Set up for next patient by either disinfecting again or using chair covers.
7. Go to Central Distribution and get additional instruments.
8. Hold up GREEN READY sign and a runner will bring a patient to your chair.

**General Volunteers will**:

**Lead Area (1)**

1. Upon arrival, their main responsibility is to check the patient card to make sure the prior station filled out the patient card correctly – services completed and dentist name
2. Log current time to the right of “Station 4” on the Patient Card
3. Place the patient in the next seat available in the waiting area.

**Runners (1)**

* + - 1. If a hygienist holds up a Station 2 sign, escort the patient to the Station 2 waiting area.
      2. If a hygienist holds up a Station 5 sign, escort the patient to the Station 5 Area Check-In.
      3. If a hygienist holds up a Ready sign, escort the patient first in line in the waiting area to the open chair.
      4. All the other patients need to move chairs accordingly.
      5. If patients get out of sequence, you can reference the time stamp.
      6. If waiting time starts to get too long, utilize the “Bin of Fun” provided.

**Program Procedures for Polishing Stations**

When you are ready for a patient, hold up the GREEN READY sign. A chaperon will bring you a patient. Review the patient card and plan your treatment plan

1. Limited hand scaling as necessary. If excessive calculus is present, hold up Station #4 card and a runner will escort the patient to that station.
2. Polish full mouth using cordless prophy with prophy paste. Have patient swish with water and spit in cup (dispose of liquid only in white bucket).
3. Floss.
4. Check patient’s teeth for decay.
5. If no decay, varnish can be applied.

**Upon completion of cordless prophy cleaning**

* Fill out Station #5, print your name and any notes that are needed on patient card.
* Hold up #2 sign if additional dental needs are identified and x-rays are needed, place fluoride varnish in patient’s lanyard (make sure recommended treatment is noted under Station #1 on patient card).
* Hold up Check-Out sign when patient’s visit is complete, a chaperon will escort patient to check-out area.

**Clean Up Between Patients**

* + - 1. Place dirty instruments in blue container, securing lid and transporting to the sterilization area. Volunteers in sterilization area will guide you on protocol at that area.
      2. Throw all disposable items without blood mucous in trash can provided.
      3. Throw any items with blood mucous in the biohazard receptacle found between the stations.
      4. Disinfect all surfaces.
      5. Set up for next patient by either disinfecting again or using chair covers.
      6. Go to Central Distribution and get additional instruments.
      7. Hold up GREEN READY sign and a chaperon will bring a patient to your chair.

**General Volunteers will**:

**Lead Area**

1. Upon arrival, their main responsibility is to check the patient card to make sure the prior station filled out the patient card correctly – services completed and dentist name recorded.
2. Log the time to the right of “Station 5” on the Patient Card
3. Place the patient in the next seat available in the waiting area.

**Runners (2)**

* + - 1. If a hygienist holds up a Station 2 sign, escort the patient to the Station 2 Area Check-In.
      2. If a hygienist holds up a Station 4 sign, escort the patient to the Station 5 Area

Check-In.

* + - 1. If a hygienist holds up a Check-Out sign, escort the patient to the Check-Out Desk.
      2. If a hygienist holds up a Ready sign, escort the patient first in line in the waiting area to the open chair.
      3. All the other patients need to move chairs accordingly.
      4. If patients get out of sequence, you can reference the time stamp.
      5. If waiting time starts to get too long, utilize the “Bin of Fun” provided.

**Oral Education Area**

* Create a table/station for oral education with plush alligators and learning materials.

**Oral Education Station Procedures**

Student hygienist will assist with oral education through the following modalities:

* Review oral hygiene instruction.
* Have patient demonstrate techniques learned on plush alligator.

**Tear Down**

**Station #4: Preventative Care**

* Disinfect all inventory items.
* Return inventory to appropriate containers or drawers in the Hygiene Operatory Stations.
* Take trash to Central Distribution
* Restock
* Disinfect all hygiene stools, lights, patient chairs and side tables.
* Take the hygiene hand pieces to sterilization.
* Technicians will disassemble delivery systems
* Volunteers will disassemble lights, patient chairs and hygienist stools.
* TeamSmile Program Managers will close the Hygiene Operatory stations.
* All unused hygiene instruments and sonic inserts return to central distribution.
* Return sealant kit to central distribution.
* Bio Bag: If used, place on patient chair. If unused, throw in trash bag at station.
* Ta

**Station #5: Prophy Station**

* Preventative Care Chairs – return to appropriate area
* Stools – Place near large brown cardboard boxes
* Prophy Materials – Disinfect items then place in the tackle boxes and store in hygiene crate.
* Restock
* Cordless Prophy Systems - Place back in the purple tub and secure lie. Store tubs in hygiene crate.
* Disinfectant Wipes & Hand sanitizer - Take to Central Distribution Area.
* Glove Boxes & Masks - Return to PPE Area.
* Take black trash can to Central Distribution
* All cards to be placed in plastic container with grey lid.
* Bibs & Cups go into their marked boxes.

**Oral Education Station**

Return Oral Education Station inventory items back to their original bins, crates and areas of storage per the inventory checklist.