**TeamSmile**

**Operations Manual**

**Dental**

**Hygiene**

**Students**

**Education - 12 +**

This is the most important station! Educating patients on how to properly take care of their teeth, discussing the effects that sugary drinks have on their teeth, and healthy snack options are all habits that set the patients up for success in their future. Drink display and educational materials are provided. Any other visual aids you might have are welcome. This is located where the patients are waiting to have their teeth cleaned (Station #5) or in the educational break out area.

Review Education Area Manual on website under volunteer positions

**Runners - 6 +**

* Patients need to be guided through the dental clinic so they do not miss one of their stations. Patients have a treatment card located in a lanyard around their necks. All the stations the patients need to visit will be marked under Station #1. For example, after Patient Examination (Station #1) taking the patients to Preventative Care (Station #5) for hygiene care.
* In the hygiene, we need runners to keep stations stocked and instruments cleaned so that Station #4 and #5 are running at full capacity.

Review Runners & Receivers Manual on website under volunteer positions.

**X-Ray (Station #2) – 12 +**

* 4 Students will be taking radiographs.
* After radiographs are taken; 8 students will need to be scanned into the computer, printed, and evaluated. Each student will be responsible for processing the film into the computer, printing the current legible films to be sent home with patients. This information will be transferred to the patient treatment card that is located in a lanyard around the patiens’ neck. A dentist will oversee this station.

Review X-Ray Video and Manual on website under volunteer positions.

**Preventative Care (Station #4) - 4 students**

Students will be paired up with a dental hygienist and **assist** them at the sealant/sonic scaling station. The patients will come to Station #4 after visiting Patient Examination (Station #1). The patients’ treatment card located in a lanyard around the patients’ neck will identify what teeth need sealants placed. Once sealants and/or sonic scaling is completed, the patients is escorted to the waiting area for Station #5 after the patients’ treatment card has been filled out.

Review Hygienist Video and Manual on website under volunteer positions.

**Preventative Care (Station #5)-10 students**

Students will scale isolated areas as needed, polish, and apply fluoride varnish to complete the patients’ visit to the TeamSmile Clinic. Locate the patients’ treatment card located in a lanyard around the patients’ neck to see what services are to be provided and record what was completed that day.

DO NOT APPLY VARNISH UNTIL YOU CHECK THE PATIENTS FOR POSSIBLE DECAY.

 Review Hygienist Video and Manual on website under volunteer positions.