**TeamSmile**

**Operations Manual**

**Dental**

**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.

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**Patient Examination (Station #1) – 6 students** (D3/D4)

These 6 students will pair up and work together to conduct oral screenings with a mirror and head light. D4s will:

1. Collecting base line data on the patients: untreated decay, treated decay, and sealants.
2. Determining all obvious decay and treatment needs of the patients by quadrant
3. If and what type of x-rays are needed
4. What teeth are indicated for sealant placement
5. If sonic scaling is necessary before the polish and fluoride.

D3s will be writing down the information on the patients’ treatment card that is kept in lanyard around patients’ neck.

Review Patient Examination Video and 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.

**Restorative Care (Station #3) - 6 students**

 Only D4’s and D3’s, that have a faculty member from their school, may perform operative procedures. The complexity and extent of the operative procedures are at the discretion of the faculty members overseeing students that day.

Review Dental Station Video and Manual on website under volunteer positions.