

## **Dental Assistants – All Departments**

1. You are required to attend the Dental Assistant's Orientation at the start of your shift. If you plan to work with a specific doctor do not go to their department orientation, go to the Dental Assistant Orientation and then you will be directed to meet the doctor you are working with. If you do not have a specific doctor to work with, you will be assigned to one.
2. Take only supplies and instruments for the patient being treated. No hoarding. We constantly run out of supplies and instruments.
3. Use universal precautions while treating patients. Wear gloves, masks, gowns and glasses. None of these items should be worn or taken outside of the treatment area.
4. Use barriers where possible like tray liners. Never touch paper charts with gloves. Always use new gloves when grabbing clean instruments and supplies.
5. Wear gloves at all times when transporting instruments to dirty area, biohazard, amalgam and sharps to their appropriate areas. Making sure needles are taken off BEFORE syringes are taken to sterilization. Absolutely no needles should end up in sterilization.
6. When stopping the suction, hold suction up in the air. After each patient, run one cup of peroxide solution in the lines. The solution can be found in big cooler jugs at the front of each department.
7. When the patient is done receiving care, the doctor will take the patient to the record verification station to answer any questions if needed while the assistant wipes down entire area and resets.
8. All patients, at all times, must have an escort anywhere.
9. You and your provider are responsible for making sure your personal instruments are identified as yours when they go through sterilization. Have the doctor's name written on the pouches provided. You will pick them up from the "Clean Personal Instruments" station.
10. Broken MOM instruments should be returned to sterilization, inform someone there that the instrument is broken.
11. Make sure to coordinate breaks with the provider you are working with. When leaving the area for breaks, please indicate on the chair you are on break and approximate return time.
12. If you are assigned to an area, stay in your area. However, if you find you are without someone to work with, find the assistants' lead who will find you an assignment.
13. Any needle stick or instrument stick needs to be reported to the department lead. They will guide you in the correct protocol.
14. Speak to your department lead about any problems or lapses of universal precautions or questions in your area. They are here to help you and you never need to confront or question anyone on your own.
15. DO NOT adjust chair height - ask dental equipment technician or department lead.
16. Lastly, smile and please have fun. You are doing a great service so enjoy yourself and let's do this!