

MOM-n-PA

HYGIENE DEPARTMENT PROTOCOL

1. Recommended time per pt.:
30 minutes for all procedures including child prophylaxis with fluoride varnish, sealants, adult prophylaxis and full mouth debridement with cavitron/ with selective polishing.
2. Topical anesthetic is available; no local. Flag HYGIENE ASSISTANT to deliver this.
3. Oral Health Education will be provided prior and after seeing you for hygiene treatment. Patients will be given dental supplies at exit interview.
4. On designated hygiene area on patient form complete patient treatment rendered (adult prophylaxis, full mouth debridement, fluoride, etc.)
5. Complete your PRINTED NAME and FULL SIGNATURE on patient treatment form (NO initials) before they leave your chair. Walk patient to Hygiene Department Verifier and after verification of procedures and recommendations, patient will be escorted to Data-Entry by an Ambassador
6. ONLY BLUE pens should be used on patient forms
7. REMEMBER NO PATIENTS are allowed to walk alone on the clinic floor. USE STATION cards for directing patients around on the clinic floor. They will be escorted at ALL TIMES.
8. MOM-n-PA cassettes with instruments will be available for hygiene. IF YOU BRING YOUR OWN INSTRUMENTS CLEARLY LABEL THEM AND BRING LABELED STERILIZATION BAGS!!
9. ALL dirty instruments will go to "Used" intake for sterilization. ONCE sterile they will be brought by a runner from sterilization back to the HYGIENE SUPPLY TABLE. THIS WILL TAKE APPROX. 45 MINUTES to turn instruments around in sterilization .
10. Translators will be available: FLAG with APPROPRIATE STATION card.
11. IF you have a needle/instrument stick immediately notify HYGIENE LEAD, who will follow needle stick protocol.
12. INFORM sterilization STAFF if there are any BROKEN MOM-n-PA instruments
13. DO NOT PUT CAVITRON inserts in CASSETTES
14. Hand sanitizer will be used prior to gloving, after de-gloving and between patients, hand washing is limited.
15. BRING YOUR LOUPES AND HEAD LAMPS, if you are accustomed to working with these. BRING YOUR OWN SAFETY GLASSES
16. DRESS for comfort. MOM-n-PA will provide disposable gowns and T-shirts.

17. ALL patients except those with contraindications, should rinse with chlorhexidine or mouthwash prior to dental hygiene treatment

18. Lastly, please be flexible and report to your lead prior to leaving your department.

CLINIC FLOW:

Patients come into clinic and are registered. They see medical triage first for clearance. They then see dental triage where they are examined to see what dental work needs to be done. Next in the Routing Department, a form is completed with the work to be done and patients are then given color coded routing cards showing the assigned department and what work is necessary. These will include HYGIENE, oral surgery, endo, pediatric, etc. Patients will then go to designated waiting area. Once they are completed in their department they will be escorted to the appropriate verifier table and then to the exit processing. ALL BEING ESCORTED THE ENTIRE TIME THEY ARE AT THE CLINIC. PATIENTS WILL NEVER BE ALLOWED TO WALK AROUND WITHOUT AN ESCORT, NOT EVEN TO THE RESTROOM AREAS.

1. MOM-n-PA will provide limited food and beverages for the team members throughout the day.

2. Massage therapists might be available to tend to aches and pains after your clinic time

3. Please arrive 45 MINUTES prior to your shift. You will have to be registered, get your t-shirt, perhaps grabbing a bite to eat, attend a brief volunteer orientation , and get your assignment.

4. VERY IMPORTANT: WHEN you go on BREAK and someone replaces you, please ensure that YOU have TRAINED them on your duties and that you notify your lead.

If you have any questions, please contact HYGIENE CO-LEADS- Patti Gannon, RDH 215-570-8945 pattigannonrdh@aol.com or Bonnie Puschauer-Brown at Bbjnb@ptd.net .

Thank you for volunteering your time and for Caring for our Community through MOM-n-PA