

HYGIENE DEPARTMENT PROTOCOL

1. Just as in a dental office or clinic, Universal Precautions must be adhered to. This includes wearing personal protective equipment. Gloves, masks, eye protection, and gowns must be used during patient treatment. Everyone providing treatment shall wear disposable gowns. Gloves, masks, and disposable gowns will be provided. All providers, including assistants, are expected to bring their own eye protection.
2. The paper charts are NOT to be touched with gloved hands at any time.
3. Verify informed consent has been initialed.
4. Translators are available. They are easily identifiable as they are wearing orange vests.
5. Recommended time per patient:
 - a. *30 minutes (Child prophylaxis, fluoride varnish), (Class I Adult prophylaxis)
 - b. *40-45 minutes for full mouth debridement with cavitron (Class II, III, IV)
6. Topical Cetacaine is available. If further anesthetic is needed, please consult with the department leads.
7. All patients should swish with Listerine prior to dental hygiene treatment.
8. **Complete patient treatment** form by checking treatment services rendered in designated hygiene box (child prophylaxis, fluoride, adult prophylaxis or full mouth debridement, oral hygiene instruction, sealants).
9. Your full signature and printed name is required on patient treatment form. (No initials.) Make sure patient form is complete before they leave your chair.
10. Only **BLUE** pens should be used on patient forms.
11. Patients are **NOT** allowed to walk unattended on the clinic floor. When treatment is complete, walk your patient to the Record Verification Station where the patient will then be escorted, by a patient ambassador, to the Exit area.
12. The hygiene support person will clean and prepare your area for a new patient. When ready, the hygienist will go get next patient from the appropriate waiting area.
13. Use your station cards for requesting assistance:
 - a. **YELLOW** – translator needed
 - b. **ORANGE** – equipment concerns
 - c. **WHITE w/RED CROSS** – EMT needed
 - d. **PURPLE** – request Nomad x-ray
14. You may utilize your own instruments or the ADCF cassettes
 - a. All dirty instruments are to be put back in the cassettes and taken to the Hygiene Supply Table to have them sterilized. If using your own instruments, you are responsible for putting your name on a sterilization pouch and putting the pouch with your instruments. A hygiene support person will take your instruments to the sterilization area and bring them back to the Hygiene Supply Table once they have been sterilized.
 - b. It takes approximately 45 minutes to turn instruments around in sterilization.
 - c. All instruments will be bagged.
15. Broken ADCF instruments should be returned to sterilization and sterilization staff informed of broken instruments.
16. If you stick yourself or are stuck with an instrument, immediately notify the department lead who will follow the needle stick/sharp instrument protocol.
17. Please stagger your breaks.
18. DO NOT adjust chair height - ask dental equipment technician or department lead.

PLEASE BE FLEXIBLE and THANK YOU for participating today.