

Daily duties - Surgery 1

Opening (Morning) duties

Power up the surgery

- * Open door (was it secure?)
- * Switch on lights (were they turned off?)
- * Turn isolation switch on
- * Turn dental chair switch on

:', GET YOUR SURGERY TO SMELL NICE. GET SOME MUSIC ON. 5 senses :)'

Is your surgery clean?

- * Assess floors and work-tops, dust on xray and dental light framework.
- * Are your clinical & admin waste bins empty?
- * Assess clinical areas - dental light handles, spittoon, suction console, hand-piece console, x-ray machine, x-ray switch.

Do you have a clinic now?

- * Go to basement & turn on compressor.

Get ready for the day.

ONCE THE CLINIC STARTS PLEASE SWITCH OFF YOUR MOBILE PHONE.

- * Switch on your PC and login to PEARL & Skype.
- * Get a copy of your day list.
- * Collect your patients' cards and dentist's daybook from Receptionist.
- * familiarise yourself with the cases coming in and what they are having done.
- * Make sure you have all your lab work for the day.
- * Make sure you have enough instruments for your (morning / afternoon) session.
- * Good idea: Match tray for each patient and set up each tray as such. Not always possible.
- * AOB



Ongoing (daily) duties

Please focus on your surgery as your main responsibility.

Always be aware of, and watch the procedure your dentist is carrying out. Watch & Listen.

DO NOT GET DISTRACTED BY COLLEAGUES COMING IN OR VIEWS OUTSIDE THE WINDOW.

- * Immediately the dentist finishes with the pt, mouthwash etc., remove bib & goggles.
 - * Remove instrument tray. SHARPS 1st. Instruments, clinical waste.
 - * Dental impressions rinsed, disinfected, bagged. Labels attached & off to reception ! (Dentist to fill lab docket)
 - * Dental xrays should be processed pronto, rinsed & given to the dentist. Who will then observe for diagnosis and mount on hanger.
- Pls write up an envelope for the x-rays.
- * All x-rays should be placed in filled envelopes and married to patient's records.



Closing (Evening) duties

- * The surgery has to be powered down and closed. It has to be made safe, secure & ready for the next clinic.
- * All instruments should be sterilised, pouched and stored. Oil all hand-pieces.
- * Clinical notes should be handed back to reception. Dental impressions same.
- * Please clear all work-tops to make surgery clutter-free. Put all dental materials away in appropriate places.
- * Flush suction system (wide and narrow tubes and spittoon) with solution. Raise dental chair up (position2). The dental stools and foot pedal should be placed on the dental chair (Dr Towo only to lift the stools)
- * Wipe all surfaces: Spittoon, suction & hand-piece consoles, work surfaces and sinks.
- * Remove Clinical & admin waste & remove to basement.
- * The floor should be swept then mopped and allowed to dry.
- * Switch off the compressor pressure switch and empty the water bottle.
- * Flush the water lines with the necessary solutions to remove biofilm.
- * PC's: Save and close programs and shut down PC's. Switch off isolation switch and turn off light.
- * Remove latch and lock surgery door.
- * Switch off the compressor in the basement



1. Surgery

Water lines

Suction filters

Instrument drawers

Emergency drugs

Oxygen

Local rules

De-clutter

Stock invoice file

Stock - every Tuesday

Lab book

Waste bins

Waste collection dates

Stationery

Staffing dates for next month

Day book filled and reconciled regularly.

X-ray audits

Surgery cleaning audit