DENTAL HYGIENIST CHECKLISTS:

**Beginning of Day**

1. Set thermostats
2. Turn on all lights, computers, necessary equipment
3. Lower chairs
4. Empty autoclave
5. Empty cold steriles and restock needed supplies in operatories
6. Put away clean instruments
7. Set up operatories for first patients
8. Participate in the morning huddle and inform staff what procedures will be rendered for each patient

**Daily Duties**

1. Greet patients and seat them in the operatory.
2. Review Dental and Medical history and chart.
3. Take any necessary x-rays before the doctor arrives to examine patient.
4. Perform oral health assessments
5. Remove plaque, calculus and stain from the teeth and polish as needed.
6. Applying Preventive materials including fluoride and sealants.
7. Teaching Patients and their parents proper oral hygiene techniques.
8. Counseling Patients on how to improve and maintain good oral health
9. Fill out progress note information in the chart; complete and secure the doctor’s signature.
10. Fill out routing slip, accurately indicating all procedures performed, prescriptions needed, next visit information.
11. Dismiss the patient from chair and escort him/her to Patient Coordinator (if treatment needed) or front desk for checkout.
12. Clean the operatory after each patient.
13. Prepare the room for the next patient.
14. Sterilize instruments.

**End of Day**

1. Ensure operatories are clean, set up for the next day’s first patients and chairs are raised to their highest point.
2. Turn off all lights in operatories, curing lights, x-ray units and Panorex machine.
3. Turn off water, compressor, vacuum switches.
4. Fill water bottles in operatories
5. Purge lines for high-speeds and A/W syringes.
6. Ensure all instruments are bagged and ready to go for sterilization cycle.
7. Adjust thermostat
8. Turn off the autoclave.
9. Drain Ultrasonic