



Central Arizona Dental Foundation

Dental Assisting Protocol

Our goal is to relieve pain and address the most urgent need(s). Refer to the priority section of the patient form to find out what treatment and which teeth will be treated today.

Please practice universal precautions and follow all standard infection control practices.

1. Patients are only offered one dental service (i.e., treatment in one quadrant; cleaning, fillings or extractions) unless the capacity of the clinic allows for more. Please do not promise patients more.
2. Composite guns and curing lights must be shared. Please wipe them down when you are done and place them back on the table where they can be reached by other teams.
3. When picking up instruments and supplies, pick up ONLY what you need for the patient you are working on at that time. Return unused instruments and supplies as soon as possible so the next person can have instruments and supplies they need.
4. The patient will be anesthetized before arriving to the dental chair (the exception is the first patients of each day).
5. Printed radiographs will arrive with the patient.
6. EMTs are onsite to deal with patient and volunteer emergencies. If you have a patient emergency, stay with the patient, send your assistant or someone near you to alert the Department lead who will immediately radio for an EMT. Hold up the EMT station card so the EMT can quickly identify where to go once they have been radioed.
7. Please PRINT on the patient charts – DO NOT USE ABBREVIATIONS.
8. Only **BLUE** pens should be used on patient charts – NO BLACK ink.
9. Patients are not allowed to walk unattended on the clinic floor. Use your station cards for moving patients or for problems.
 - Green** – bring me a patient
 - Red** – take the patient to Exit Interview
 - Yellow** – translator needed
 - Orange** – equipment concern

White w/Red Cross – EMT needed
Purple – request Nomad x-ray

10. Amalgam restorations are recommended – especially in posterior teeth. Not only is it quicker to put in an amalgam than a composite, but in the majority of cases it will serve the patient longer. You can, however, place composites; limited colors of composite material will be available. There are approximately 20 curing lights available for the entire clinic.
11. Please place extracted teeth that contain amalgam fillings in the nearest container labeled DENTAL AMALGAM. The container is located on the head table in the Restorative area. This waste will be recycled and/or disposed of according to state and local regulations.
12. Place extra amalgam and amalgam capsules in the nearest container labeled DENTAL AMALGAM. The container is located on the head table in the Restorative area.
13. Dispose of carpules with left over anesthetic in the designated biohazard container at the head of your department (plastic container with biohazard label). Do not throw them in the regular trash.
14. Remove all sharps from the instruments and all burs from handpieces and dispose of them in the nearest sharps container. **Do not walk on the clinic floor with sharps.**
15. When treatment is complete, fill out the chart indicating the treatment provided.
16. Over the counter medications are available by checking the appropriate box on the lower left corner of the registration form. Prescribe these medications only when necessary instead of routinely.
17. Discuss post op medications with each patient and hand them a post-op instructions sheet. Let the patient know about the 800 number they can call should they have any problems with the care they received at the clinic. The phone line is open for 2 weeks following the clinic.
18. Hold up a red card to indicate the patient's treatment is complete. A patient escort will take the clipboard and patient record from the practitioner and take the patient to the exhibit interview area when treatment is complete.
19. Translators are available. Hold up a yellow card and a translator will come to your chair.
20. If you receive a sharps injury (instrument or needle stick) or incur any other personal injury, notify the Department Lead immediately. He/she will follow the sharps or accident protocol.
21. Please stagger your breaks. Be sure to let the department lead know how long you will be gone, depending on the time someone else may use the chair while you are gone so patient flow isn't disrupted.

STERILIZATION and INSTRUMENTS

Remove all sharps from the instruments and all burs from handpieces and dispose of them in the nearest sharps container. **Do not walk on the clinic floor with sharps.**

Put all instruments that come out of a cassette back into the cassette.

You are responsible for make sure that your personal instruments are identified as yours when they go through sterilization. To ensure this, drop your instruments off at the sterilization table marked “Used Personal Instruments” that have your name written on the sterilization pouch(es), then leave the pouch(es) on the tray with the instruments. You will pick up sterilized instruments at the “Clean Personal Instruments” station.

If you are using ADCF instruments, place all instruments that came out of a cassette back in the cassette and close it. Place the cassettes and any loose instruments and don't belong in a cassette and close it. Place the cassettes and any loose instruments that don't belong in a cassette in the plastic container on the head of your department. They will be transported to the sterilization area.

Broken ADCF instruments should be returned to sterilization, do NOT throw them away. Notify someone in sterilization that the instrument is broken.

In addition, the following must be adhered to throughout the event:

1. Do NOT allow patient to form a lip seal on the saliva ejector or large suction.
2. Before turning off the suction, remove it from the patient's mouth, point it at the ceiling, then turn it off.
3. After each patient, obtain two (2) one-ounce cups of pre-mixed peroxide/water solution and pull one cup through the saliva ejector and one cup through the large suction.
4. After the patient is escorted away, don new gloves and use utility gloves over those to clean the operator after each patient.