

Hygienist Training Plan

Packet includes: 30/60/90 game plan, positions checklist & scorecard

Job Description: Perform a thorough prophylaxis and identify/treat periodontal conditions. Increase patient's awareness of any negative conditions and necessary dental work that is evident by using pictures, models, or diagrams and provide thorough oral hygiene instructions and patient education.

Goal: Become fully trained as an hygienist, mastering all duties and tasks assigned within 90 days post-employment start date and during the duration of employment.

Hygienist Checklist- 30/60/90 Day Proficiency Plan

1. Patient arrival standards
2. Radiograph
3. Full mouth probe
4. Perform perio standards
5. Intraoral pictures taken
6. Post appointment dismissal
7. End of day duties

What each task includes:

- Patient Arrival Standards
 - Greet patient within 5 minutes of patient indicator turning color
 - Seat patient in operatory
 - Adjust headrest to patient comfort
 - Change appointment status color to “in operatory”
 - Don patient napkin
 - Take blood pressure
 - Ask patient three non-dentally related questions
 - Confirm consents are signed
 - Place patient protective eyewear on
 - Begin chart notes—add blood pressure to note as soon as blood pressure is complete
 - Fill out hygiene checklist prior to alerting Doctor for exam
 - Alert Doctor for exam as soon as necessary x-rays and FMP have been completed
- Radiographs
 - Full Mouth X-rays- done every 5 years and on all new patients
 - 4 BWXs and 4 PAs taken every year
 - Intraoral pictures taken on every patient according to standard protocol
- Full Mouth Probe
 - Done yearly and on all new patients
 - Spot probe completed every 6 months on [recare appointment that doesn't have FMP] - areas or previous bleeding, pocketing, or inflammation.
- Periodontal Standards
 - Periodontal Pocketing 5mm-7mm with bleeding
 - MUST HAVE SRP (1-3 or 4+ depending on patient's needs)
 - Consent forms must be signed prior to treatment
 - SRP
 - All SRP patients are to be anesthetized with local anesthetic or oraqix
 - All SRP patients are required to have a 6 week fine scale post SRP- we do not polish calculus

- Perio patients must be put on a 3 month recall (D4910) until perio pocketing improves
 - Periodontal charting must be completed at least twice a year on perio patients
 - When consistently stable, after one year, patient is moved to a 4 month/perio maintenance and eventually 6 month perio maintenance.
 - Perio patients will always be perio patients. Do not use regular prophylaxis code for perio patients
 - If patient refuses SRP treatment:
 - Allowed one refusal form that is signed
 - Second time that perio hasn't improved and patient refuses, dismissed from practice

- Intraoral Pictures Taken
 - Cracks in the teeth
 - Smile that is misaligned being a great candidate for Invisalign
 - Amalgam leaks
 - Wear facets
 - Calculus on lingual surfaces
 - Bleeding and inflammation of gingiva
 - Abnormal hard or soft tissue lesions

- Post Appointment- Dismissal
 - Phase treatment with priorities after exam
 - Exam notes completed
 - Set appointment complete- confirm all procedures billed out properly
 - Exams under correct provider
 - Final blood pressure taken for anesthetized patients with post op instructions
 - Confirm patient has recare appointment scheduled back with you
 - Recommend needed oral aids:
 - Fluoride therapy- Fluoride treatment and toothpaste
 - MI Paste/ Perident
 - Electric toothbrushes
 - Complete route slip for front office handoff
 - No debris on patient's face
 - Take patient to front office and recap with:
 - Today's treatment
 - Next visit
 - Time needed for next visit
 - When next visit should take place
 - If patient (or family members) need recare appointments
 - Thank patient
 - Dismiss yourself
 - Complete treatment notes
 - Breakdown room
 - Sterilize instruments according to sterilization protocol
 - Post op calls on all SRP patients from day before

- End of Day Duties
 - All chart notes completed for patients seen
 - Morning huddle prep form (see attached) completed and ready for morning huddle
 - Plus treatment noted
 - X-rays needed
 - Medical history checked

- All rooms set for next morning procedures
- Water bottles filled
- Computers turned off
- All lines run
- Review daysheet for total procedures all billed under your provider code

Hygienist Scorecard

30 Day Goals

Date for review:

Rate the following statements – 1 being strongly disagree, 5 being strongly agree

Clock in/out.

1 2 3 4 5

Arrive 30 minutes prior to first patient.

1 2 3 4 5

Set room up according to standardized protocols.

1 2 3 4 5

Have all trays set for the remainder of the day.

1 2 3 4 5

Greet patient within 5 minutes of patient indicator turning color.

1 2 3 4 5

Seat patient in operatory.

1 2 3 4 5

Begin chart notes—add blood pressure to note as soon as blood pressure is complete.

1 2 3 4 5

Fill out hygiene checklist prior to alerting Doctor for exam.

1 2 3 4 5

Perform and complete exam notes.

1 2 3 4 5

Set next visit appointment for patient.

1 2 3 4 5

Recommend needed oral aids.

1 2 3 4 5

Complete route slip for front office handoff.

1 2 3 4 5

Take the patient to front office and recap.

1 2 3 4 5

Complete treatment notes.

1 2 3 4 5

Meet benchmarks for co-diagnosis.

1 2 3 4 5

Meet benchmarks for adjunct services.

1 2 3 4 5

Breakdown room.

1 2 3 4 5

Sterilize instruments according to sterilization protocol.

1 2 3 4 5

Make post op calls on all SRP patients from day before.

1 2 3 4 5

Make sure all rooms are set for next morning procedures.

1 2 3 4 5

Areas I feel I excel:

Areas I feel I need extra help on:

Goal for next 30 days:

60 Day Goals

Date for review:

Rate the following statements – 1 being strongly disagree, 5 being strongly agree

Perform all 30 day tasks with no supervision.

1 2 3 4 5

Ensure radiographs have been done without errors.

1 2 3 4 5

Perform intraoral pictures on every patient.

1 2 3 4 5

Spot probe completed on recare appointments that are not due for FMP.

1 2 3 4 5

Confirm all procedures are billed out properly.

1 2 3 4 5

Prep for morning huddles.

1 2 3 4 5

Confirm all patients have a recare appointment scheduled back with you.

1 2 3 4 5

Maintain perio standards.

1 2 3 4 5

Phase treatment with priorities after exam.

1 2 3 4 5

Meet benchmarks for co-diagnosis.

1 2 3 4 5

Meet benchmarks for adjunct services.

1 2 3 4 5

Areas I feel I excel:

Areas I feel I need extra help on:

Goal for next 30 days:

90 Day Goals

Date for

review:

Rate the following statements – 1 being strongly disagree, 5 being strongly agree

Perform 30 and 60 day tasks with no supervision.

1 2 3 4 5

Review daysheet for total procedures all billed under your provider code.

1 2 3 4 5

Take appropriate procedures when patient refuses SRP treatment.

1 2 3 4 5

Meet benchmarks for co-diagnosis.

1 2 3 4 5

Meet benchmarks for adjunct services.

1 2 3 4 5

Areas I feel I excel:

Areas I feel I need extra help on:

Goal for next 30 days:
