

DENTAL ASSISTANT'S REGULAR RITUALS: DAILY, WEEKLY, & MONTHLY

Kickoff of the Day:

- Arrive 15 minutes ahead of schedule to prep for the day.
- Power up all dental equipment, including units, compressors, computers, i-Cat, and towel warmer.
- Sterilization setup: fill ultrasonic, load autoclave, tidy up, and restock supplies.
- Refresh water bottles.
- Review the day's schedule, noting patient specifics and concerns.
- Ensure timely patient seating, vital checks, and preliminary procedures before the dentist's intervention.
- Daily restocking of operational rooms.
- Manage incoming supplies throughout the day.
- Stay on top of sterilization tasks during downtime, enlisting front desk help if needed.
- Monitor inventory and compile a restocking list for the dentist's review.

End of the Shift:

- Dispose of trash from operation rooms and sterilization area.
- Clean and vacuum suction lines and traps.
- Maintain floor cleanliness.
- Organize and sanitize the lab area as necessary.
- Sterilization station upkeep: ensure proper airing and cleanliness.
- Autoclave protocol: load cautiously, ensuring proper arrangement.
- Verify completion of patient records and treatments for the day.
- Prepare lab cases for pick-up.
- Power down all equipment and ensure proper shutdown protocols are followed.

Weekly Wind-Down:

- Perform deep cleaning tasks like suction line maintenance and sterilization equipment upkeep.
- Drain and wipe down ultrasonic and autoclave units.
- Refresh water bottles in operation rooms.
- Thoroughly clean operational rooms, including dusting and mopping.
- Vacuum hallways post-patient hours.
- Empty and replace trash bags across all areas.

Beyond the Basics:

- **Maintain employee restroom cleanliness and supplies.**
- **Organize and sanitize the breakroom, including fridge inspection for expired items.**
- **Monthly breakroom deep clean and maintenance.**
- **Detailed monthly maintenance tasks such as autoclave deep clean, O-ring inspection, and compressor checks.**
- **Ensure all equipment, from operatory lights to handpiece cleaners, are in top condition.**
- **Regular checks on N2O/O2 tanks and hoses for safety.**
- **Radiology equipment maintenance, including CT scan and Nomad.**
- **Model trimmer wheel and lab cleanliness.**
- **Stay ahead on lab supplies inventory and orders.**

Employee Compliance:

- **Sign off on daily, weekly, and monthly tasks.**
- **Office manager confirmation of task completion.**

Employee Signature: _____

Office Manager Signature: _____