

DENTAL ASSISTANT DAILY, WEEKLY, & MONTHLY RESPONSIBILITIES

Start of day

- Arrive 15 minutes prior to opening.
- Turn on power to all dental units, compressor pumps, computers, i-Cat, and towel warmer.
- In the sterilization area, fill ultrasonic, fill autoclave with distilled water, run any leftover dirty supplies, put away clean, and stock all supplies.
- Refill water bottles.
- Review the schedule—patient health histories, (i.e., any pre-meds or health concerns, treatment to be done today, next visit appointment, lab cases needed, and issues or concerns per patient).
- Seat patient no later than 10 minutes after appointment time, take vitals, x-rays, and intraoral photos before calling doctor into the operatory.
- Stock rooms daily.
- Put away any new supplies that come in during the day.
- Run sterilization in down time and ask front to help if running behind.
- Check supplies and list what the office is low on. Place list on doctor's desk for review.

End of day

- Empty all trash in ops and sterilization and take out to dumpster.
- Cleanse and vacuum suction and traps.
- Check floors for debris.
- Check lab and clean up if needed.
- In sterilization area, make sure ultrasonic lid is open and basket is angled to air dry overnight, and that the counters are clean and free of trash and clutter.
- For the autoclave, do not overload or double stack instruments and make sure everything is placed face up in the autoclave.
- Make sure chairs are raised up.
- Check all patient notes to make sure they have been added, and that services have been completed and applied to the treatment for the day. (Make sure to add names and initials at the bottom of the notes.)
- Make sure lab cases are filled out and up front ready to be picked up.
- Turn off all dental units, computers, CT scan, towel warmer, pumps, ops, and breakroom.

End of week

- Clean suction lines.
- Drain and wipe down ultrasonic and drain and wipe down autoclave.
- Drain bottles in the operatories.
- Wipe down all ops, dust tops of wall units, and wipe down computer screens and keyboards.
- Sweep and mop all ops, sterilization area, and lab.
- Vacuum hallways after all patients are gone.
- Take out all trash from ops, sterilization, lab, employee bathroom, and breakroom to the dumpster and replace the bags.

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- Clean employee bathroom, restock, sweep and mop.
- Straighten up breakroom, make sure there is no trash, and that the counters and table are clean. Check fridge for any outdated food and throw away.
- Sweep and mop breakroom.
- Wipe down and dust bottoms of chairs, monitor arms, and bottom of delivery unit.

Monthly

- Speed clean the autoclave, take out all trays and tray holder, and clean with speed clean. Wipe the inside of the autoclave with speed clean and clean out the filters, remove the door, seal the gasket, and clean with speed clean. Follow directions on cleaning autoclave and flushing the lines in the manual that is in the autoclave book.
- Vacuum behind cabinets and under chairs.
- Check O rings for wear and lubricate O rings.
- Clean the ultrasonic cleaner.
- Clean the automate handpiece cleaner, check the oil level and cotton pad, and change if needed. Perform any maintenance needed on the autoclave.
- Clean operatory light reflectors and lens shields.
- Check oil levels on the compressor and make sure everything is running well and maintenance is up to date.
- Check N₂O/O₂ tanks and hoses for leaks and make sure maintenance is up to date and nothing has expired.
- Check the CT scan and make sure no maintenance or testing is due. If due, complete testing and notate in radiology book.
- Check the Nomad and make sure all maintenance is up to date and no testing is due. If due, complete testing and notate in radiology book.
- Clean model trimmer wheel and drain lines.
- Make sure lab is clutter free and check all lab supplies and place order for lab slips, shipping labels, or boxes if needed.

Daily: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

Weekly—Date: _____

Monthly—Date: _____

Employee signature: _____

Office manager signature: _____