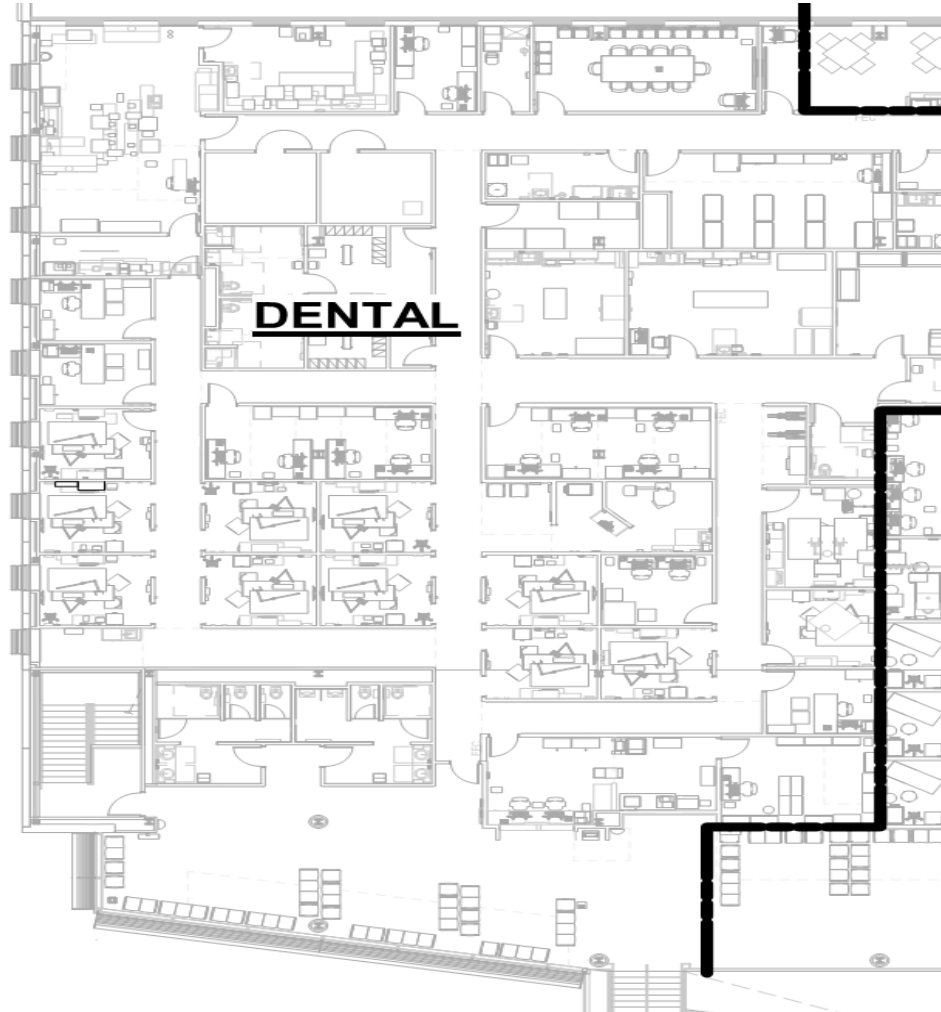


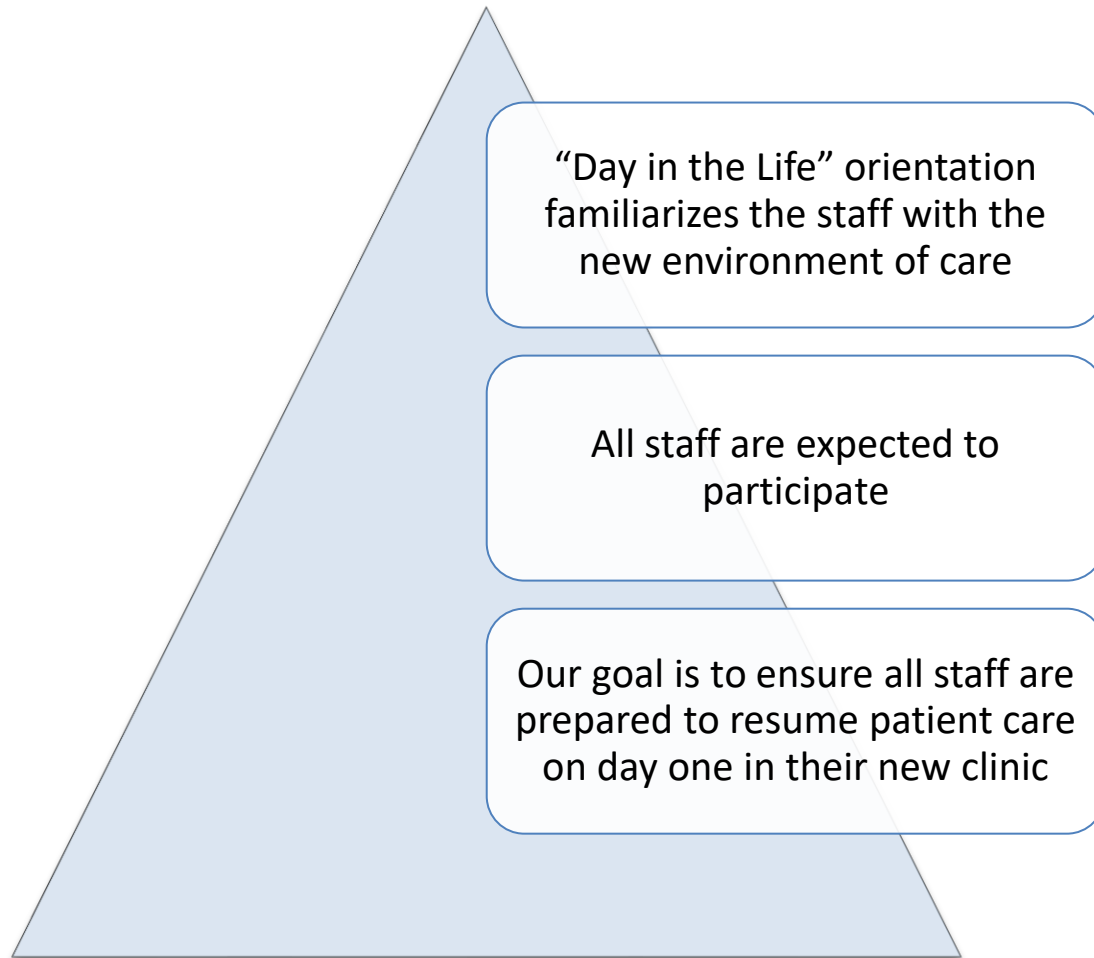
[Installation Name] “Day in the Life” Orientation

Getting Ready for the
NEW Environment



Contractor
Logo

“Day in the Life” Orientation



“Day In the Life” Orientation - Scenario Outline

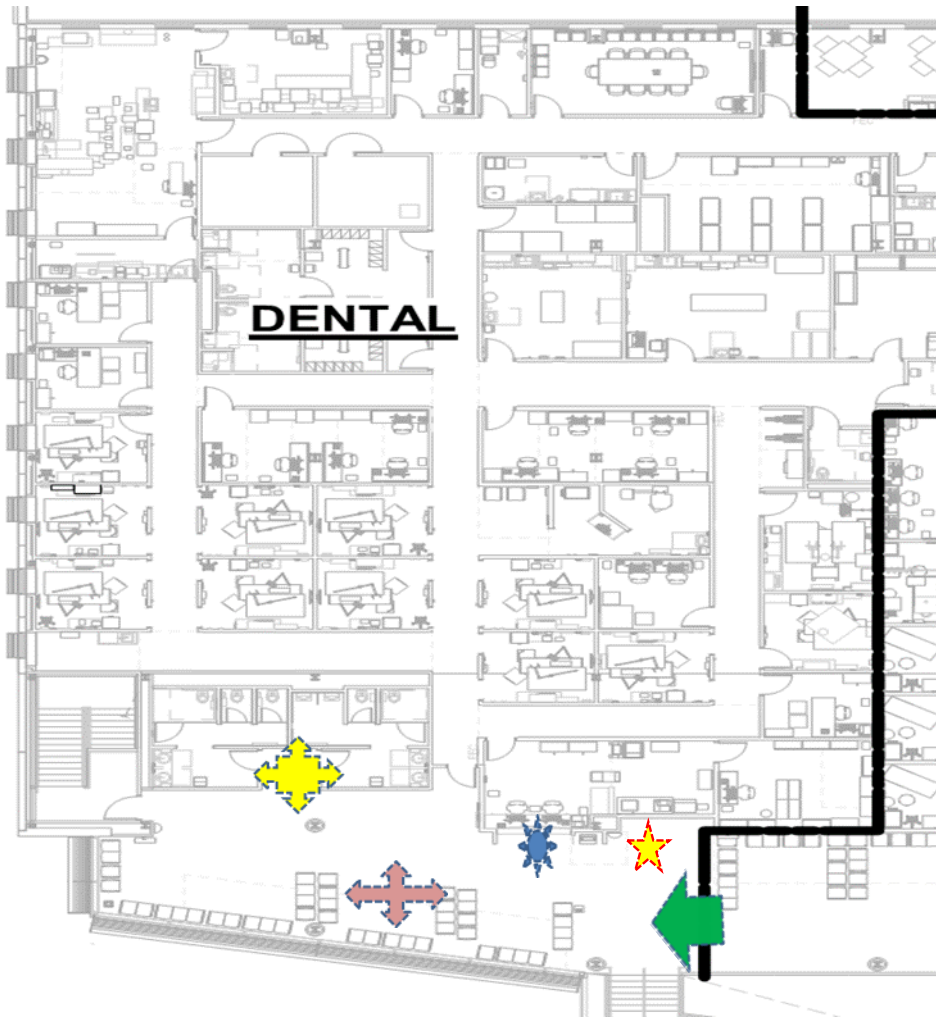
- 1. Patient Arrival for Appointment**
 - 2. Dental Instruments Flow: Dirty to Clean**
 - 3. Emergency Response for Patient Care**
 - 4. Supplies and Resupply of Dental Operatory**
 - 5. Patient X-Ray Flow**
 - 6. Understanding the Dental Lab Flow – Log in/Drop Off**
 - 7. Proper Disposal of Hazardous and Infectious Waste**
 - 8. Medical Gases: Nitrous Oxide and Oxygen**
 - 9. FIRE Drill**
 - 10. [RESERVED - Department Specific Drill]**
-

Instruction: Create individual department agendas based on meetings with each Dept POC.

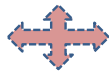
Scenario #1

Patient Arrival for Appointment

Goal: Each dental team member is aware of initial patient flow



Main Entrance



Waiting



Check in Desk



Restrooms



Use check-in Kiosk if
signage directs

Instruction: Most current drawings are to be used. Identify check-in kiosks, additional waiting areas (i.e. Pediatrics, Oral Surgery), etc.

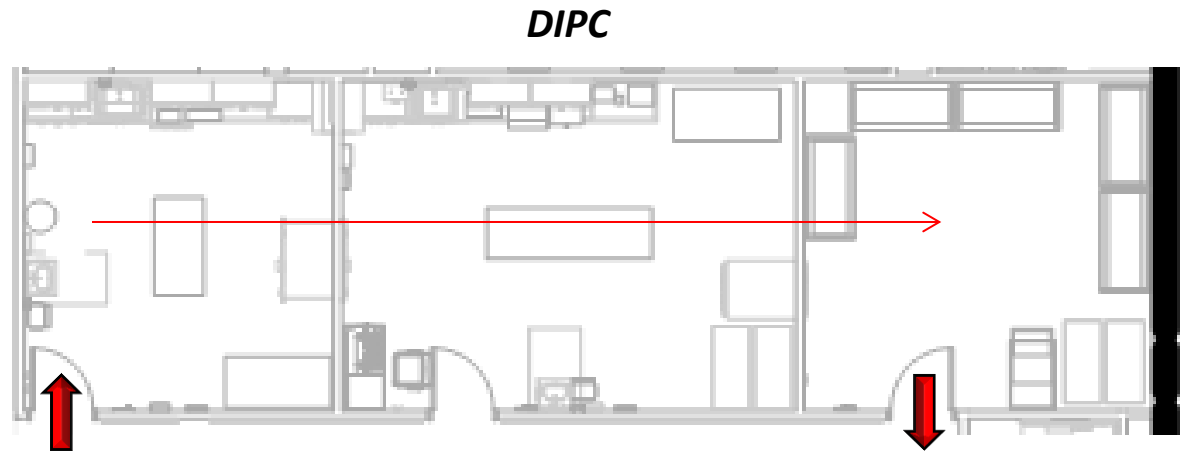
Scenario #2

Dental Instruments Flow: Dirty to Clean

Goal: Dental assistant follows the correct procedure to transport dirty instruments after a procedure and restock sterilized instruments.

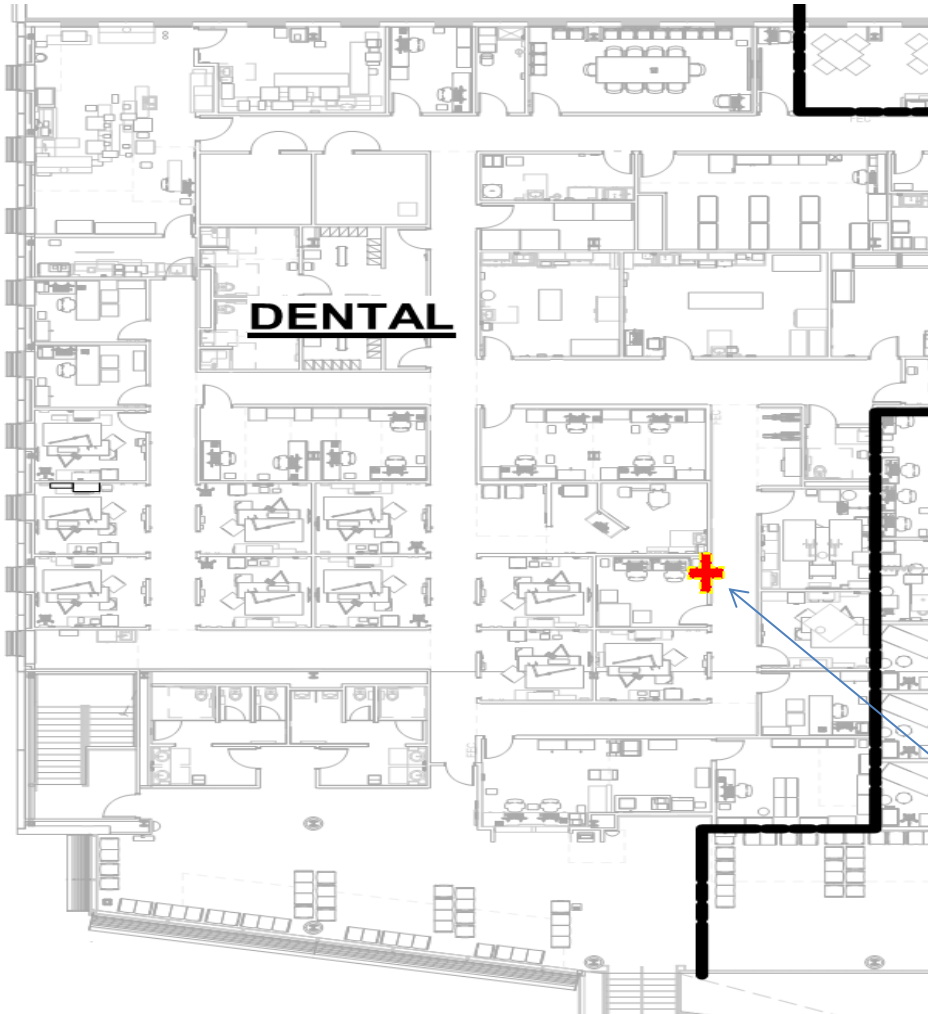
Key steps:

- ❖ Sharps Manual Wash
- ❖ Instrument Assembly
- ❖ Sterilization Process
- ❖ Sterile Instrument Storage & Pick up



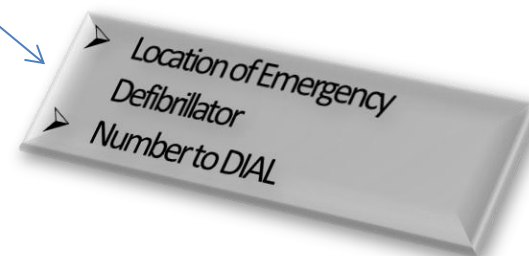
Instruction: Coordinate department specifics with each Dept POC.

Scenario #3



Emergency Response for Patient Care

Goal: Ensure all staff knows how to respond to patient emergencies



Instruction: An opportunity for Dept POCs to talk through their plan of action or perhaps adopt a "train the trainer" scenario

Scenario #4

Resupply of Dental Operator

Goal: Staff will have an understanding of the supply flow.

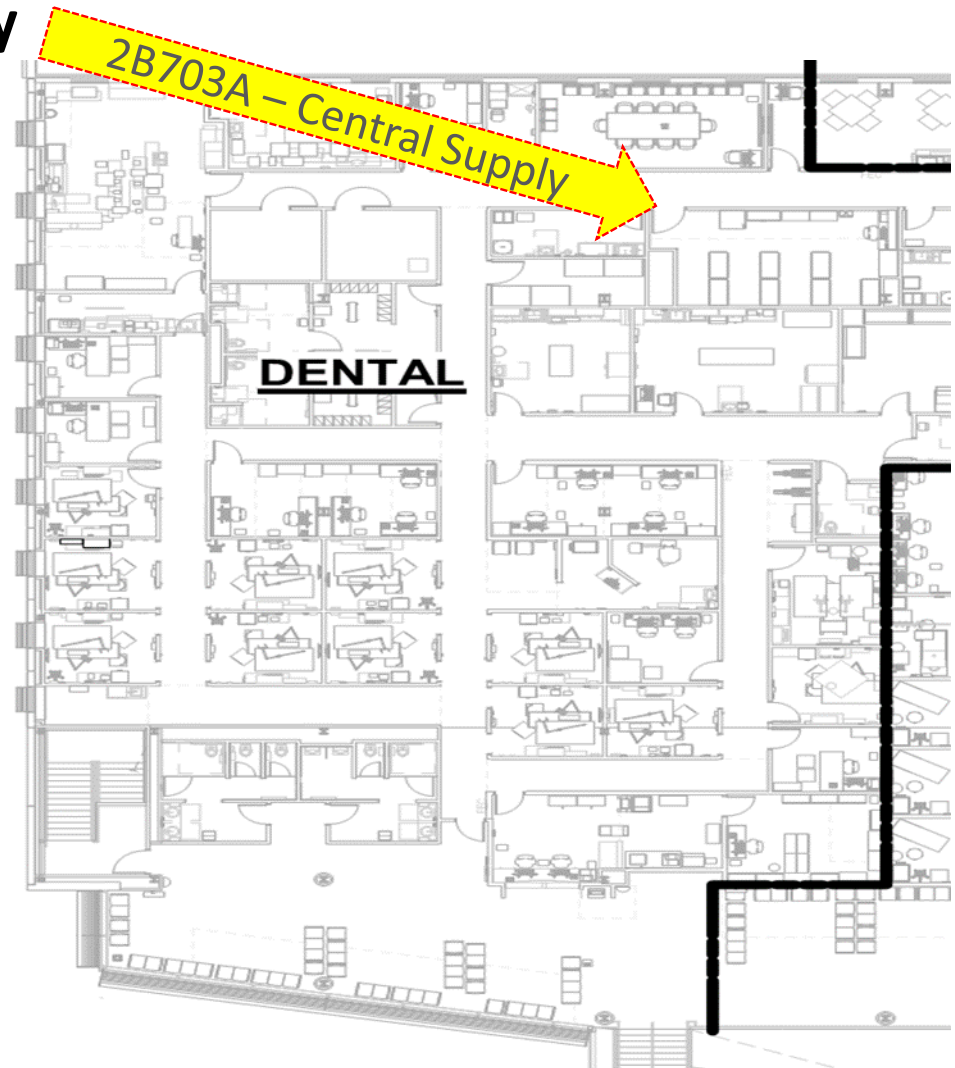
Supply Shelves General Order:

Left:

Middle:

Right:

Restock Occurs:

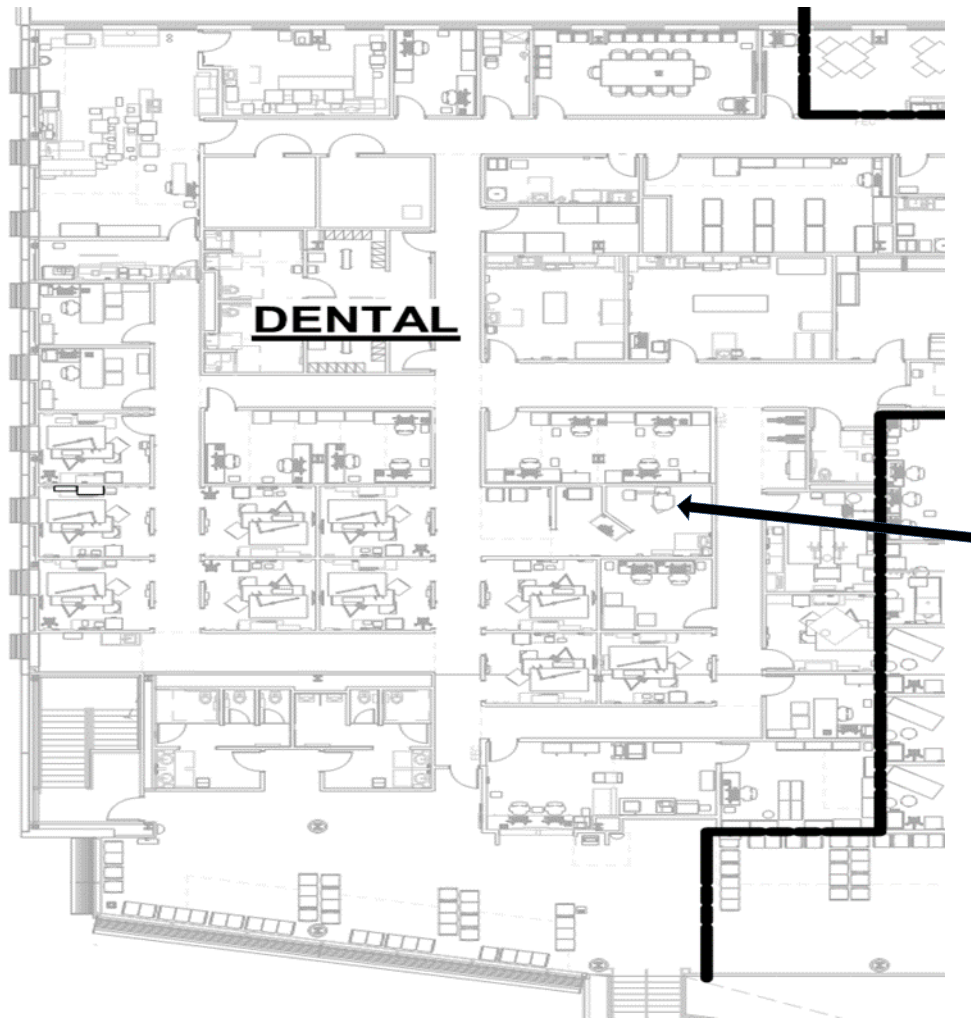


Instruction: Dept POCs to provide specific content for this slide

Scenario #5

Patient X-Ray Flow

Goal: Staff will learn patient flow between X-Ray and Patient Care areas.



Review patient path from:

- Oral Hygiene
- General Dentistry
- Orthodontics
- Pediatrics
- Oral Surgery

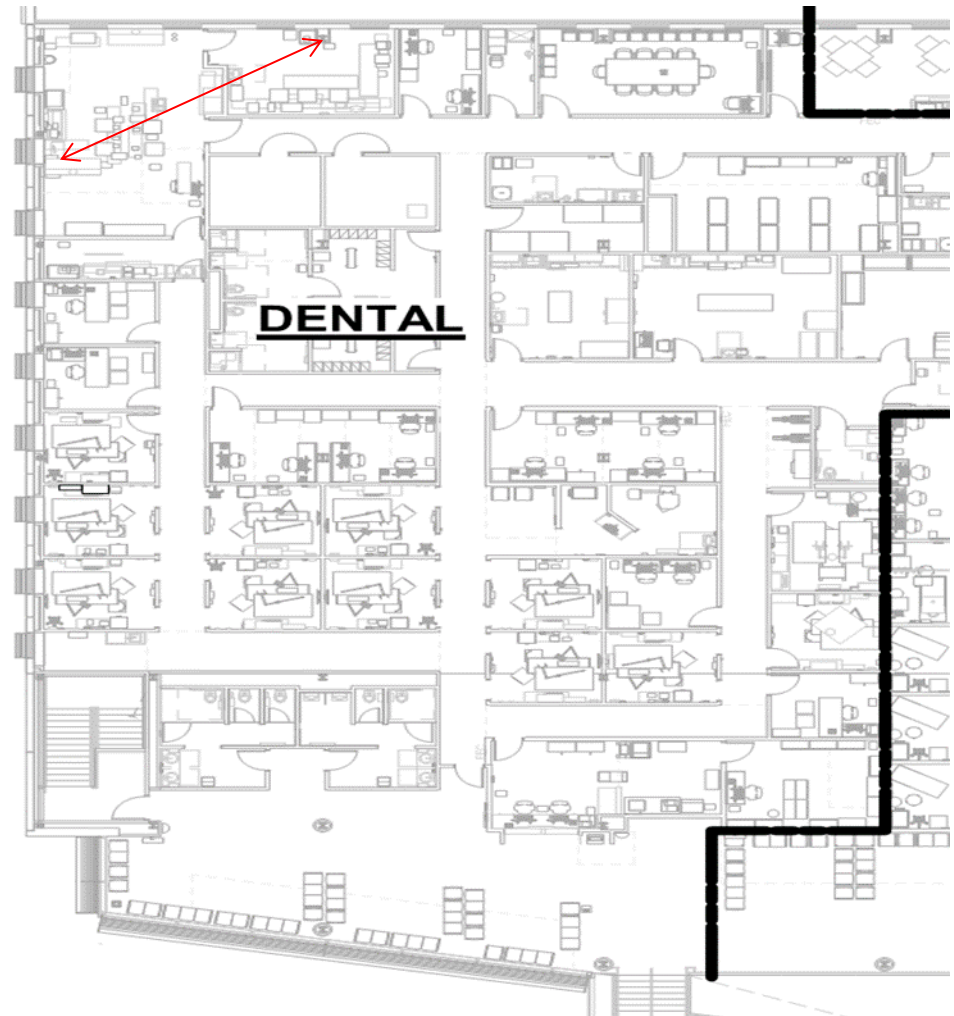
X-Ray

Scenario #6

Understanding the Dental Lab Flow – Log in/Drop Off

Goal: Staff will understand where to:

- ☐ Log a case
- ☐ Drop off for impression
- ☐ Retrieve when completed



Instruction: Dept POCs presentation about process

Scenario #7

Proper Disposal of Hazardous and Infectious Waste

Goal: Demonstrate proper process for storing hazardous/infectious waste material in the Dental Operatory environment.

DENTAL

REGULATED MEDICAL WASTE

Sharps

Pathological Waste

Blood and Blood Products

HAZARDOUS WASTE

Solvents/reagents

Waste anesthetic gases

Dental amalgam

Lead foil (bite wings)

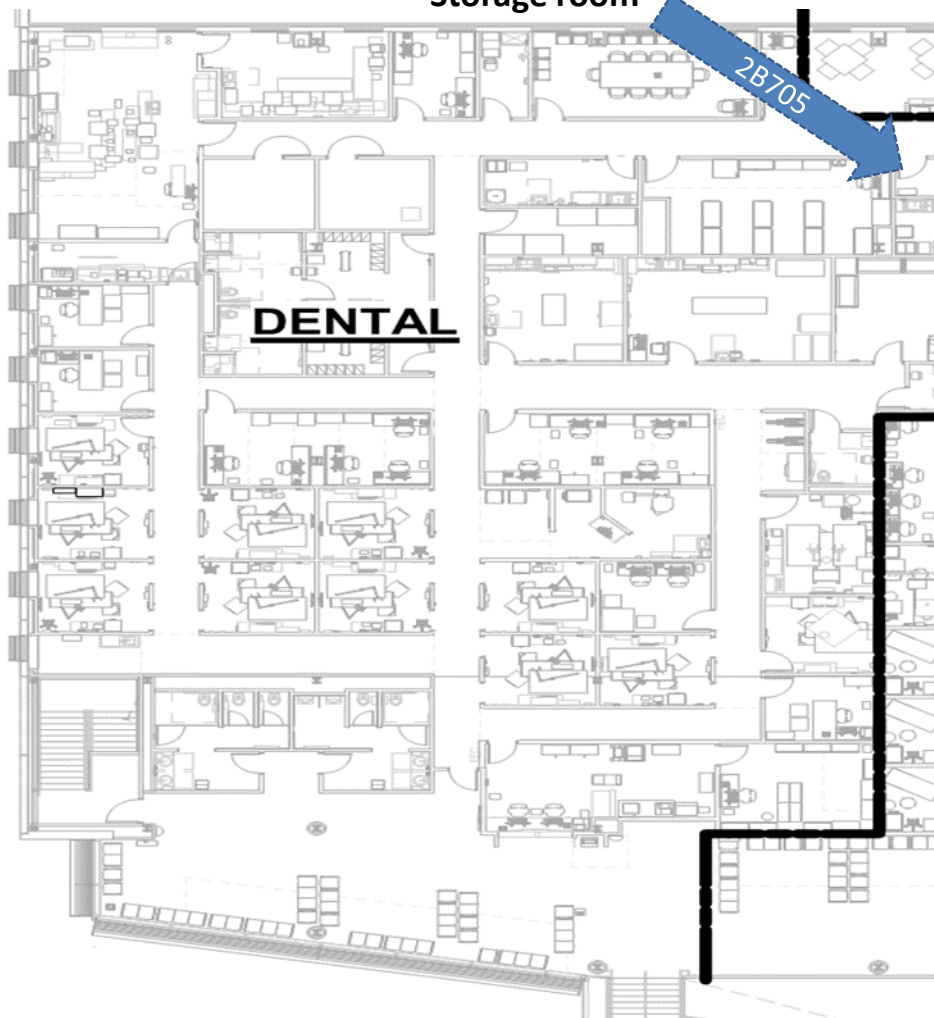
Mercury

Alcohols



Scenario #8

Storage room



Medical Gases: Nitrous Oxide (N2O) and Oxygen (O2)

Goal: Identify full & empty cylinder storage and review cylinder handling.

Safe Handling Practices:

- Each gas cylinder has its own regulator specific to the type of gas
- Check pressure relief valve – should be pre-set at 75 psi

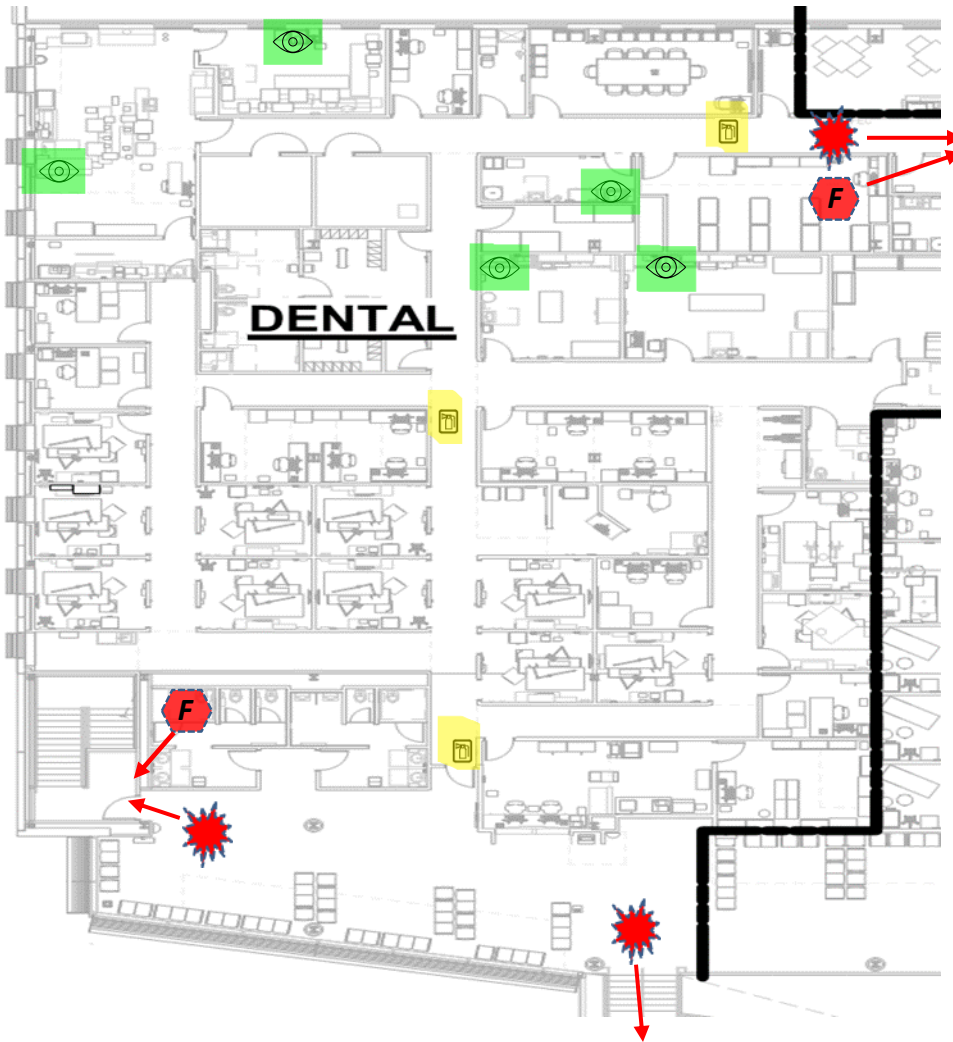
Reminders:

- No storage of any other items or material in the Cylinder Storage Room
- Full Tanks and Empty Tanks should be stored in separate racks. Large tanks to be secured to wall.
- Oxygen & Nitrous tanks must be stored 5 ft away from any other gas per NFPA 99

NITROUS OXIDE

OXYGEN

Scenario #9



- ☐ Which Way Out? Know your egress routes/locate fire exits 
- ☐ Protect the patients/guide the staff
- ☐ Close doors to confine smoke/fire
- ☐ Locate the fire alarm pull stations 
- ☐ Locate fire extinguishers 
- ☐ Locate emergency eye wash stations 
- ☐ Locate SDS binders



Instruction: Coordinate with Facilities Manager & Safety Officer – they may choose to hold fire drill as part of this training or schedule for another time. At a minimum show locations of the following on drawing: Fire extinguishers, fire alarm pull stations, emergency eye wash stations and SDS binders.

Scenario #10

- RESERVED for department specific training exercise.

Instruction: Coordinate department specific exercises with each department POC. May include Safety, Fire, Health, On the Job training, etc. Dept POCs to conduct specific exercises and drills.

Attendee Documentation

- Attendance will be documented
- Orientation Leader will collect sign in roster and feedback forms from staff
- A copy of all orientation materials will be forwarded to the Dental OIC or designated representative for the department

Instruction: Collect completed roster and feedback forms and distribute as agreed upon with Facilities Manager.

[illegible]

Post Orientation Assessment

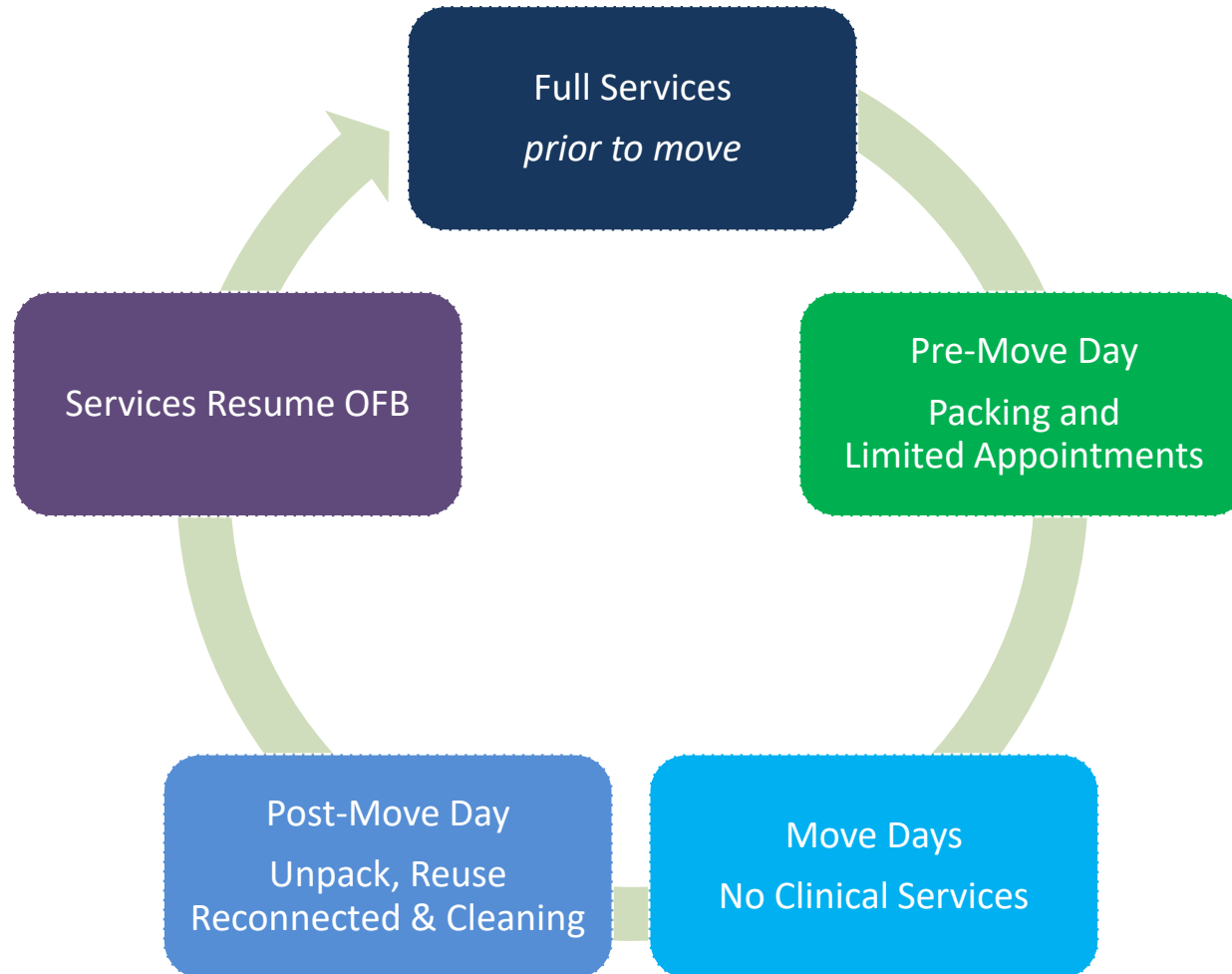
Post Orientation Assessment	
Your Name	
Date	
Questions	Comments
1. Where is your nearest fire exit?	
2. Is there a separate door to enter supply storage?	
3. Where is Soiled Utility located?	
4. Where is the crash cart located?	
5. Where is the wheelchair located?	
6. Where is the muster point for emergency evacuation during Code Red?	
7. Where is the ISO room located?	
8. Did you locate a fire extinguisher during the tour?	
9. Did the "Day in the Life" orientation help prepare you to function in the new clinical area?	
10. Which part of the orientation was the most valuable to you?	

Example Only

Instruction: Develop department specific questions with Dept POCs and determine deadline for feedback

Orientation Complete

Get ready to move to your new space



CONTACTS

[Name - Transition Planner]
[Company Info]
[Direct Phone #]
[Email Address]

[Name - PP Project PM]
[Company Info]
[Direct Phone #]
[Email Address]