

HYGIENE TRAINING SCHEDULE

NAME _____ POSITION RDH TRAINER _____ PHASE START DATE _____

DATES OF PHASES: Phase 1 Week 1 Phase 2 Week 2 Phase 3 Week 3&4 Phase 4 60 DAYS Phase 5 90 DAYS

RATING SYSTEM (1) does not meet expectations (2) partially meets expectations (3) fully meets expectations (4) exceeds expectations (NT) not taught yet

TASK or PROCEDURE	PHASE 1					PHASE 2					PHASE 3					PHASE 4					PHASE 5				
	1 st week					2 nd week					Week 3 & 4					60 days					90 days				
	1	2	3	4	N	1	2	3	4	N	1	2	3	4	N	1	2	3	4	N	1	2	3	4	N
EXPECTATIONS: 1= does not meet, 2 = partially meets 3= fully meets 4 =exceeds, N = not trained yet																									
PHASE 1																									
completes paperwork /observation of RDH																									
comes with great smile and great attitude																									
participates in morning huddle /chart review																									
log into computer																									
prepares treatment rooms at beginning of day																									
set up hygiene trays																									
greet patients, introduces self, seat patient																									
listens to patient chief complaint																									
reviews health history, updates record with date																									
periodic exams with dr. k if necessary																									
periodontal evaluations																									
scaling																									
intra-oral photos																									
gross debridement																									
root planning																									
prophy																									
OHI																									
assists other RDHs with probing, charting																									
takes radiographs and displays them on computer																									
communicates patient diagnosis and special needs to the DDS																									
hands out education material																									
answers clinical questions																									
maintains hygiene equipment and instruments																									

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<i>EXPECTATIONS: 1= does not meet, 2 = partially meets 3= fully meets 4 =exceeds, N = not trained yet</i>																										
PHASE 1 (continued)																										
charts procedures appropriately in file																										
fills out recall cards																										
exits patients to financial coordinator																										
stocks treatment rooms																										
record what hygiene supplies are needed																										
cleans rooms between patients																										
breaks down dirty instruments																										
debride instruments in ultrasonic, then sterilizes instruments																										
close down treatment room at end of day (using appropriate solutions for water and suction lines)																										
prepares chart reviews for next morning huddle																										
PHASE 2																										
continue/improve tasks from phase 1																										
enters today's charges / fees /13																										
prints today's insurance form /92																										
enters treatment /11																										
schedules next recall appointment /3																										
prints estimate /12 or /16																										
prints prescription if necessary /19																										
uses memo system to communicate clearly																										
participates in consultation of DDS if necessary																										
to continue to become familiar with charting: green sheet, white existing sheet, particularly with new pts																										

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PHASE 2 (continued)																									
uses conflict resolution skills to get along																									
serves patients with kindness and empathy																									
stays up to date to read current literature																									
maintains all licenses																									
uses tact and discretion in all discussions																									
listens and responds professionally to all feedback																									
adheres to all HIPAA guidelines																									
complies with all other regulatory policies (OSHA)																									
maintains all confidentiality in all matters, especially regarding patients																									
PHASE 3																									
continue/improve tasks from phases 1 & 2																									
continue working on computer skills ie: entering treatment, printing estimates, scheduling recalls																									
collaborate with business department, RDAs and RDHs for smooth running days																									
looks for ways to assist team members																									
follows all OSHA guidelines for needle / sharp stick 'injury'																									
attends and participates in staff meetings																									
helps administration staff with referral to specialist as recommended by DDS																									
assists business department with recall schedule																									

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PHASE 4																									
continue/improve tasks from phases 1, 2, & 3																									
assist other RDH in completing sop's																									
participate in continuing education classes																									
seeks opportunities to cross train and become more proficient in other areas																									
supports and educates substitute RDH																									
trains and educates new employees																									
educates staff on periodontal disease																									
PHASE 5																									
continue/improve tasks from phases 1, 2, 3, & 4																									
to become more proficient in all areas																									
to ask for help when assignments are not clear																									
to keep sop's updated with other rdh's																									
to continue to participate in staff meetings and continuing education																									
to keep license and registration current																									
to bear in mind all aspects of the "team agreement"																									
respectful communication																									