

Shine Dentistry for DUMMIES



SHINE DENTISTRY FOR DUMMIES

Boyle McCauley Health Centre
10628 96 Street
Edmonton, Alberta
T5H 2J2

Phone: 422-7333 (BMHC)
www.shine.ualberta.ca
2005

Operators Manual

2005



A Reference for
Students



NOTES & TIPS

Record any changes or tips for the following weeks.

RADIO

Found on the upper left cupboards in the grinding room. Simply press power.

OXYGEN TANK

Can be found in the operator room 2 in the back corner.

HELP WHO TO CONTACT WHEN YOUR STUCK

For any question or concerns during the Shine Clinic or after.

For 1st year inquires: Trang Nguyen
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tdnguyen@ualberta.ca

For 2nd year inquires: Amreesh Khanna
710-6442
akhanna@ualberta.ca

For 3rd year inquires:

For all other inquires: Amreesh Khanna
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GENERAL PROCEDURES

GENERAL PROCEDURES TO BE CARRIED OUT BY JUNIOR DENTAL STUDENTS (1ST YEARS) AT DENTAL CLINIC FRONT DESK:

This is to give you an idea of the patient flow in the dental clinic and a “check-list” of procedures that MUST be carried out by junior students helping at the front desk:

- **At start of shift, follow opening procedures (refer to manual section on “opening procedures”)**
- Once patient is brought down from upstairs, they should be requested to have a seat and their chart should be taken from the students escorting them to the dental clinic.
- Their name should be added to the day sheet in order of arrival and the patient should be instructed that they will be called upon once a chair is open for them
- Engage in non-medical discussion with patient, administer Public Health information and hand out pamphlets
- Communicate with senior students to find out when a chair will be open, once open, provide the appropriate senior student with the patients chart.
- Patient will be requested to come into dental operatory by senior student
- **Once dental treatment is finished, help senior students with sterilization of equipment while they clean up**
- Bring patient back to dental clinic front desk and call appropriate escorts from triage desk upstairs to escort patient to : 1) other services requested eg. Nutritionalist 2) to take patient to appropriate area where exit survey will be administered. The person is usually the student who brought the patient down to the clinic.
- Continue with sterilizing of equipment and repeat above procedures
- Replenish Mobiles of any supplies needed by obtaining supplies from storage room and collect inventory sheets at end of shift (place into designated envelope in mobile)

MOBILE #4 LAYOUT (TOP TO BOTTOM)

DRAWER 1

Prescription Pads	Inventory Sheets
Pens/ Pencils	Aligator Clips

DRAWER 2

2 motors	2 prophylaxis
1 high speed plugin	2 latch
2 high speeds	

DRAWER 3

Perio Kit	Perio Kit	Stone wedge	Articulating Forceps
		Pliers	
Cavitron Tips		Glasses	

DRAWER 4

Prophylaxis Cups	EXTRA STUFF cavitron tips
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DRAWER 5

Fluoride Trays	
Suction tips high low	Handpiece Covers

DRAWER 6

ORAL HYGIENE INSTRUCTIONS	
Brushes	
Floss	
Pamphlets	

MOBILE #9 LAYOUT (TOP TO BOTTOM)

DRAWER 1

Prescription Pads	Composite Polishing Kit
BURS	
Pens/Pencils	Amalgam Polishing
Aligator Clip	

DRAWER 2

Rubber Dam Stuff	Hand Pieces
- Frames	- 1 motor
- Scissors	- 2 high speed plugins
- Clips	- 2 slow speed plugins
- Punch	

DRAWER 3

Exam Kit	Stone Wedge	Operative kit	Perio Kit
	amalgam pluggers+	wills	Articulating forceps
Wedge pliers			
Tofflemier bands		Glasses	

DRAWER 4

Impression Trays	SURGICAL EQUIPMENT
Impression Bowls	

DRAWER 5

Fluoride Trays	
Suction tips high low	Handpiece Covers

DRAWER 6

ORAL HYGIENE INSTRUCTIONS	
Brushes	
Floss	
Pamphlets	

- *When unoccupied, you may assist/observe senior students*
- **Make sure that day sheet is correct and place binder in designated area at end of shift**
- **At end of shift, follow closing procedures (refer to manual section on “closing procedures”)**

GENERAL PROCEDURES TO BE CARRIED OUT BY SENIOR STUDENTS (2ND AND 3RD YEARS) FOR ALL PATIENTS:

This is to give you an idea of the patient flow in the dental clinic and a “check-list” of procedures that MUST be carried out on all patients in the SHINE Dental Clinic:

- Patient will present to front desk of dental clinic where they will be added to the day sheet and will wait until a chair is open for them
- Students providing treatment will review chart of the patients and request patients to come into dental operatory and have a seat
- Complete further initial history eg. Review BP and vitals, med history, dental history, etc.
- Start with initial dental assessment
- Extra-oral/Intra-oral exam, fill out occlusion/perio chart, PSR/Perio probing
- **Create practical and realistic Treatment Plan and obtain Approval from Dentist**
- **Obtain required consent from patient to proceed with treatment**
- Carry out Treatment for the day (including required X-Rays)
- **Write down materials used from BMHC Dental Clinic onto INVENTORY SHEET**
- Wrap up of treatment and DETAILED assessment of need for other services available (Nutrition, Social Work, Pharmacy)
- Give patient Care Package (Toothbrush, floss, toothpaste and public health pamphlets)

- Complete filling out patient's chart (use BLACK ink, SOAP or PARTS method)
- SIGNATURES ON CHART: Student signature and Dentist signature required
- Escort patient to front desk where they will be taken back upstairs for discharge
- Wipe down of dental operatory and sterilization of equipment used

OPENING & CLOSING PROCEDURES

OPENING PROCEDURES

Turn on lights.
 Turn on compressor.
 Turn on X-ray machines.
 Warm up Pan X-ray machine.
 Warm up processor.
 Fill Biosonic.
 Turn on radio.

CLOSING PROCEDURES

Drain Biosonic
 Turn off X-ray machines and pan x-ray.
 Turn off processor.

GENERAL INSTRUCTIONS

LIGHTS

Turn on waiting room lights.
 All other lights should be on and left on when closing.

COMPRESSOR (FOUND IN STORAGE ROOM)

Remember to work clockwise.
 Close compressor valve (found on compressor tank which is on the floor)
 Turn on the two compressor switches (found to the upper left of the

CHARTING & FILING

All charting should be done on the SHINE chart and not the Boyle McCauley charts if the patient has been a previous patient. Old files can be pulled out for past history. When finished, place dental files of previous patients beside the computer. Charting should be completed before patient leaves the premises and must be signed by the preceptor.

PAPER TOWELS

Paper towels are located in the storage room.
 To change rolls, remove white outer cover.
 Then remove brown inner core.
 Remove lid of the paper towel holder and thread paper towel from the core down the paper holder funnel.
 Reattach lid to the paper towel holder.

PUBLIC HEALTH

Pamphlets for public health are found in a folder. Posters will be placed permanently in the Dental Clinic and brought up when its is Dental public awareness week.

WASHROOMS

Washroom in the basement is STAFF ONLY. If a patient requests a wash-room direct them upstairs.

MOBILES AND THEIR LOCKS

There are two mobile units present at the shine clinic. The mobiles are name 4 and 9. They will be stored in the medical storage room found across the hallway of the dental clinic. Mobile keys have three digit numbers on them. The last number on the key used to open the mobile represents the mobile number.

Key 839	Mobile 9
Key 834	Mobile 4

Mobile 9 is for use in operator room 1 since it contains all surgical equipment. Mobile 4 is used in operator room 2. Please ensure materials are returned to their exact location in both the mobiles and in the dental clinic.

Layout for mobile equipment can be found on the following page.

GARBAGE

All garbage is considered biohazard and is not the responsibility of the clinicians. DON'T EMPY GARBAGES

PHONE PROCEDURES

In case a patient calls for the regular dental clinic respond by telling the patient to call back Monday- Friday between 9am-5pm.

INTERCOM

Press the intercom button then 225 for the front desk.

PAIGE

Press the "Page" button

Then lift receiver and talk into the phone.

Emergency Page

Press the "Page" button

Speak into the phone and say "Dr.Red, paging Dr. Red"

EMERGENCY BUTTON

Found below the calendar below the shelf.

It's a white button in the shape of a doorbell.

PRESCRIPTION PROCEDURES

Use **Dental clinic's prescription pads** for prescriptions that the patient can fill on their own from a pharmacy.

For providing medications supplied by the clinic use **SHINE prescription pads** and designate the patient upstairs. Both types of prescription pads are found on the top drawers of the mobiles. Medications available are:

Ibuprofen 400 mg

Ibuprofen 600 mg

Amoxicillin 500 mg

Erythromycin (flagyl) 250 mg

Clindamycin (rarely prescribed except in the case of allergies)

RECORD OF PROCEDURES BINDER

For every patient, their name, age, procedures done and the student that performed the procedure should fill out the process sheet. This is found

compressor valve).

Under the name Matrx,uptop) turn on 1 switch if using one chair or turn on both switches if using 2 or more chairs.

To shut off just reverse the process.

*Note: A loud extinguishing sound will be heard on the opening of the compressor valve.

NOTE: If this doesn't make sense, on the wall in the compressor room, instructions are written, so follow those.

BIOSONIC

ALWAYS drain the biosonic at the end of the day.

Before filling the Biosonic make sure the blue valve (open) is closed and the hose is in the sink.

Add about 2 ½ cups of water. Measuring cup can be found in drawer underneath biosonic.

Add Vle-1 solution. Approximately a quarter of a cup or until the liquid is a light blue colour.

Liquid should be high enough to submerge the tray.

Add surgical instruments.

Turn on by pressing 15.

After instruments have gone through the biosonic rinse the instruments off before placing them in the cassette to be sterilized. Most instruments go in on unwrapped scissors, then start.

STERILIZER

Place tools in the tray and close. Fill tray on the unsterilized area (left of the sterilizer)

Be sure none of the tools are sticking out of the edge or else the tray will not close properly.

Place tray into the sterilizer. Don't forget to listen for the click when you put the cassette in. Plastics can go in on the regular cycle, but if you are unsure then put them on rubber hand.

Press the scissors button.

Then press start.

Bagging of tools should correspond to colours. Ie. All white tools should be placed in one large bag. The white tools are the operative tools and the green, pink and brown tools are hygiene equipment. Please label tool after package as either OPERATIVE or HYGIENE.

In 5 mins the sterilizer will begin to beep. Press stop when this happens. The sterilizer will then beep 10 more times. Press stop again. When countdown begins you can take the instruments out after 1 minute, remember they are very HOT. Remove tray and dump tools onto the sterilizer area (to the right of the sterilizer) Remember: Do not put cassette on sterile area (area to the right of the sterilization machine), the outsides of the cassette is not sterile. Bags are in the cupboard above sterilization.

When the reservoir is low the sterilizer will not operate. To fill reservoir open the cap at the top of the sterilizer and fill with distilled water. Distilled water can be found in the drawer underneath the sterilizer. If the jug is not full it can be refilled from the distiller in the pan x-ray room.

COLD STERILIZER

Found behind the sterilizer.
Use to clean glass wells.

X-RAY MACHINE FOR ROOM 1 & 2

Turn on Power switch.
Make no adjustments. Normal setting should already be in place.

V. Adjust	¼
Timer	50/60 sec

Machine is ready to go.

X-RAY MACHINE FOR ROOM 3

Turn on Power switch.
Settings: Make sure x-ray machine is on long cone.
Kvp should be on 90
Exposure time should be at 0.64 (Press the 3rd button from the top on the right side)
Machine is ready to go.

PAN X-RAY MACHINE

Warm up machine first by pressing the 20 sec button.
Level can be adjusted by pushing down on the black area above the red lever on the right upper corner
Set so that envelope is to the right of the sitting patient.
Press and hold the red button.
After pan has been taken refill X-ray machine's envelope. Make sure no lights are on including the red light.
Panorama film is found in drawer beneath Processor. Make sure lights are not on when working with panorama film. This includes red light. Make sure panorama film is pushed right down to the end of the envelope.
Arrow on the envelope should always be facing the door.
Fastened envelope using Velcro.
Turn so that the white lone on the envelope is aligned with silver button and black line above.

NOTE: SEE INSTRUCTION MANUAL FOR THE PAN MACHINE FOR FURTHER PICTURES AND INSTRUCTIONS ON HOW TO TAKE A PAN

PROCESSOR

Turn on power switch at the back.
The processor should be ready to go after 5-10 minutes.
Red light is available beside processor to help see.
To develop:
Settings

- 1 minute for Endodontics
- 4 ½ minutes for normal x-rays
- 6 minutes for pans

Insert film at the bottoms. Make sure lights are not on and door is closed before rollers take film in completely. Once film is in the rollers lights may be turned back on.

HAND PIECES

All handpieces can be lubed, it better protects them from seizing up. Simply place handpiece on top of lubricator (found in the sterilization room) and gently press forward and down.
Highspeeds are taken off unit by pressing the two dots together.