**Clinical Coordinator Training Check list**

Practice\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dental Program – EXACT/DFW

*Please assess each member of the CC team in the following points on a 6 monthly basis*

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IMP= Improvement required

\*May be Practice specific

#May be Operator preference

**CLINICAL COORDINATORS MUST ADHERE TO INFECTION CONTROL PROTOCOLS AT ALL TIMES**

| **Patient care** | Yes | No | Imp |
| --- | --- | --- | --- |
| # Greet and Collect the patient from the patient lounge |  |  |  |
| Directs and Walks behind the patient into the treatment bay |  |  |  |
| Provides empathy and support when required |  |  |  |
| Identifies the correct patient and Pre-briefs the patient on the treatment |  |  |  |
| Seats the patient and prepares the patient for treatment. |  |  |  |
| Ensures the patient is comfortable throughout the treatment |  |  |  |
| Ensures the patient is not left unattended. |  |  |  |
| Provide the patient with any special assistance required. eg wheelchair Pt |  |  |  |

| **Clinical** |  |  |  |
| --- | --- | --- | --- |
| Prepares the treatment bay for the daily procedures, including lab work required |  |  |  |
| Checks equipment and room for cleanliness |  |  |  |
| Provide effective chair side assistance and anticipate your operator’s needs. |  |  |  |
| Can identify the quadrants and tooth surfaces in the mouth |  |  |  |
| Familiar with dental service codes. |  |  |  |
| # Prepare and set up local anaesthetic ready for administering |  |  |  |
| Identify the dental instruments appropriate for specific procedures |  |  |  |
| Able to correctly set up radiography equipment:  - Bitewing set up  - PA setup, Right and Left  \* - OPG |  |  |  |
| Aspirate effectively and provide retraction when necessary |  |  |  |
| \*Process radiographs using equipment provided ( eg Vistascan, Digital Xray, OPG) |  |  |  |
| Able to mix materials to correct consistency ready for passing |  |  |  |
| Clean the dental water lines after each patient |  |  |  |
| Decontaminate the room between changeovers using correct procedure (high to low , clean to dirty) |  |  |  |
| Resets the treatment room ready to receive the next patient. |  |  |  |
| Ensure to treatment room is fully stocked with materials |  |  |  |
| Sweep and mop the floors, remove rubbish at the end of the day |  |  |  |
| Check and lubricate ‘O’ rings and replace exhaust gause when required |  |  |  |

| **Sterilisation** |  |  |  |
| --- | --- | --- | --- |
| Aware of the clean/ dirty areas in the sterilisation room |  |  |  |
| Ultrasonic-  - know how to Fill and empty  - Know the correct solution to use  - Test the ultrasonic and record results  - Load and unload , use correct timing  - dry the instruments when load has finished |  |  |  |
| Process the contaminate instruments ready for sterilising |  |  |  |
| Oil handpieces and chucks before sterilising |  |  |  |
| \*Bag instruments and wrap cassettes ready for sterilisation |  |  |  |
| Sterilisers-  - Are familiar with each steriliser and operating instructions  - Able to run the vacuum test daily and record results  - Able to set up and run the bowie dick test daily and record results  - Know the different cycles used  - load the trays to ensure maximum sterilisation effectiveness  - unload and record the cycle results.  - Know the different types of cycle indicators |  |  |  |
| \*Tracking-  - familiar with the tracking software program or equipment used at the practice  - all instruments entered into the program and barcoded before sterilisation |  |  |  |
| Store sterilised equipment correctly |  |  |  |
| Ensure the sterilisation area is clean and tidy |  |  |  |

| **Personal** |  |  |  |
| --- | --- | --- | --- |
| Aware of the OHS and Infection control policies in relation to personal safety |  |  |  |
| Wears personal protective equipment, clinical gloves, masks (shields), eye protection in treatment room |  |  |  |
| Wears personal protective equipment, Nitrile gloves, masks (shields), eye protection , waterproof apron in sterilisation room |  |  |  |
| Personal grooming, presentable, clean clinical attire, closed in shoes, hair tied back. |  |  |  |
|  |  |  |  |

| **Dental Program** |  |  |  |
| --- | --- | --- | --- |
| Find an existing patient file |  |  |  |
| Successfully chart a patient's dentition |  |  |  |
| Note where on the software to add any changes on a patient's file |  |  |  |
| #Assist operator with charting treatment plans |  |  |  |
| Locate patients radiographs and images, referrals and documents required. |  |  |  |
| Tracking numbers entered into the patient file at the beginning of treatment. |  |  |  |
| #Assist Operator with treatment notes |  |  |  |
|  |  |  |  |

Feedback:

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Practice Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_