

HYGIENE DOWNTIME TASK LIST



(When a patient cancels or an appointment is finished early)

Keeping productive during downtime benefits the entire team, enhances patient care, and ensures efficiency in the practice! This serves as a flexible guideline and may be adjusted based on the office's needs at any given time. The order of tasks is not fixed and should be adapted as necessary.



**MICHELLE
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PATIENT CARE & PREPARATION

✓Review upcoming patient charts to prepare for the next appointment/next day.

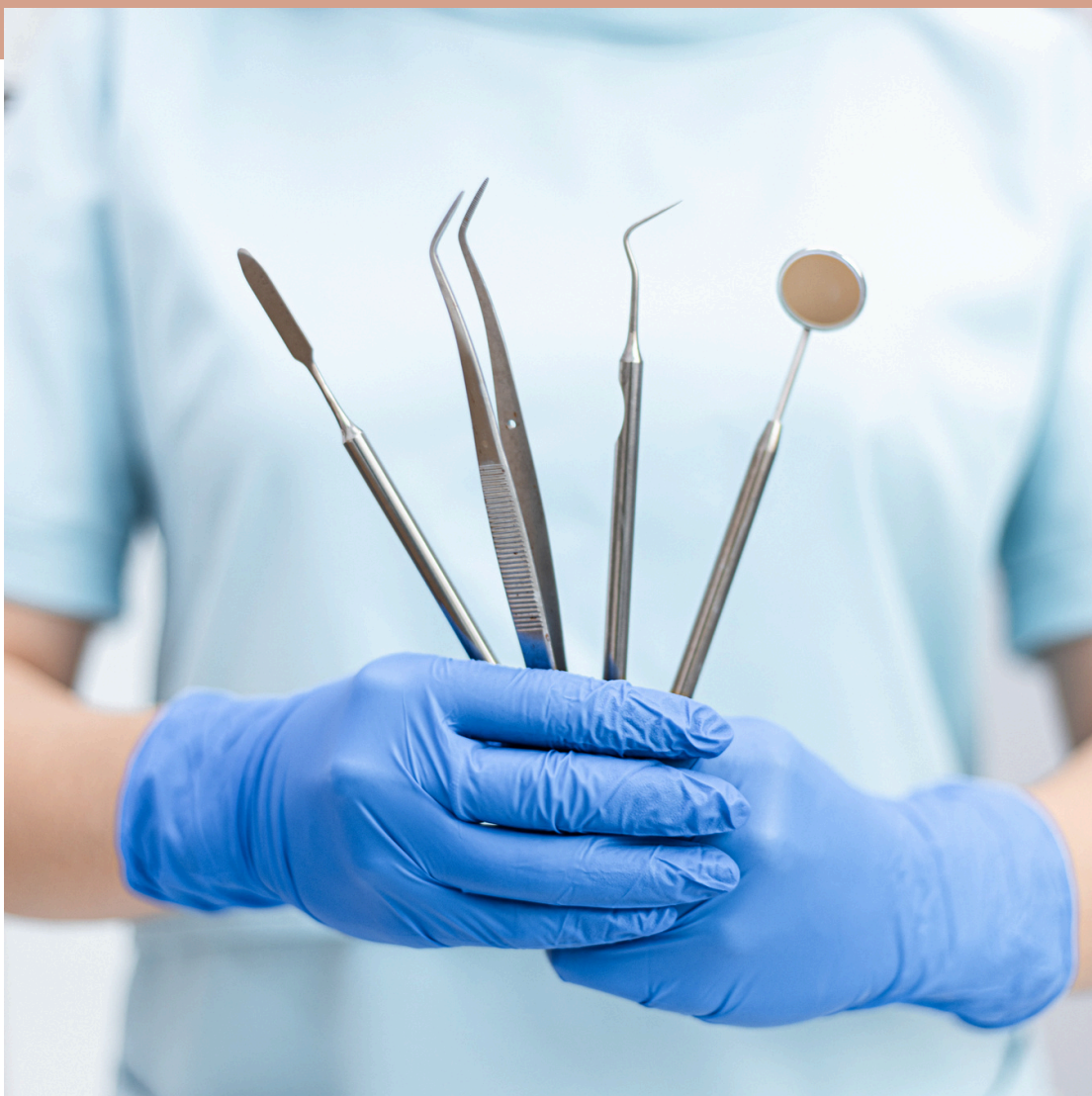
✓Ensure **ALL** clinical notes are complete, accurate and signed (you should not leave for the day without **ALL** clinical notes being completed).

✓Call or follow up with unscheduled period maintenance patients

✓Reach out to patients overdue for their hygiene visit

✓Follow up with patients who need additional treatment (SRP, sealants, fluoride, etc.)





INSTRUMENT & ROOM MAINTENANCE

- ✓Sharpen instruments and check for wear/replacement needs
- ✓Restock operator supplies (gloves, masks, gauze, prophylaxis paste, etc.)
- ✓Organize hygiene instruments and handpieces
- ✓Run maintenance checks on ultrasonic scalers and polishers
- ✓Perform a deep clean/disinfect operator, including chairs, trays and light handles.





OFFICE & ADMINISTRATIVE TASKS

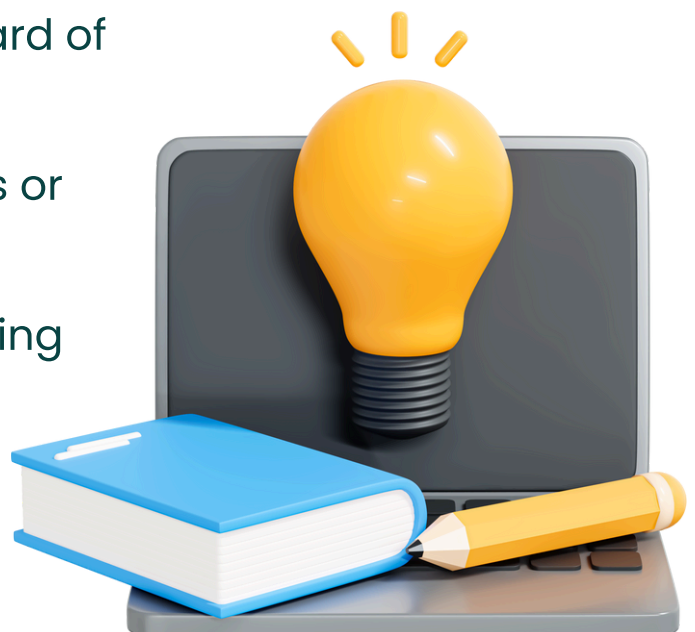
- ✓ Assist the front office team with scheduling recare patients
- ✓ Review and refine hygiene protocols and standard of care guidelines
- ✓ Assist in confirming next-day hygiene appointments





CONTINUING EDUCATION & TRAINING

- ✓Review office Hygiene Standard of Care and ensure compliance
- ✓Watch clinical training videos or review CE courses
- ✓Practice or refresh skills (scaling techniques, fluoride varnish application, scanning, etc.)
- ✓Read up on new products, materials, and techniques in hygiene.





OFFICE & TEAM SUPPORT

✓Help take out the trash or assist with sterilization

✓Check with the doctor or assistants to see if they need help

✓Contribute ideas for patient education materials or social media posts





MARKETING & PATIENT EDUCATION

- ✓ Create a quick oral hygiene tip for social media
- ✓ Update brochures or in-office displays about periodontal disease, fluoride, sealants, etc.
- ✓ Assist in planning or promoting an upcoming patient appreciation or community event.



If all else is done, take a moment to breathe, stretch, and reset for your next patient.