

Dental Hygienists - First Year Checklist

- Compile class lists.
 - You need student data:
 - Student Schedule
 - Other records you may need

- Create a process for documenting your work with each student.
 - Upon completion, send an outline of your process to your direct supervisor, building-level administration, and keep a copy for your records.
- Introduce yourself to the school staff. Explain your role. Inquire about how they partnered with Dental Hygienists in the past.
 - Attend a faculty meeting or in-service to provide information on your services.
 - Determine the person and process necessary to order supplies.
- Inventory your supplies and tools for performing the job.

- Find the union representative at the worksite and ask for support and information about school culture.
 - Request an overview of the contract or policy documents that govern your working conditions.
 - Leave requests
 - Paperwork
 - Benefits
 - Payroll
 - Other
- Request a mentor/union representative to help with how the school operates:
 - Schedules (lunch, classes, breaks)
 - Calendar
 - Working around testing
 - Permission slips - what information is expected? (Some schools use informed consent.)
 - How to print/make copies
 - Where to eat lunch, store valuables, park, and use the restroom
- What is the school's process for establishing a budget?
 - Do you have a specific role in that process?
- Secure curriculum for classroom instruction.
- Communicate with educators to determine how to set up whole class instruction.
- Collect a copy of the law that governs the boundaries of your job.
 - What are the expectations under the law for the school system?
 - What is the school required to provide to students?

*Example: Some states require that students have three dental evaluations **within their school career**. Students provide proof to the school or the school has to provide the evaluations.*
- Look for contacts in the dental community. Inquire about existing relationships with:
 - Dentists
 - Orthodontists
 - Oral Surgeons
- Keep copies of contact information and referral processes.
 - It may be appropriate to write a letter of introduction to dental service providers with preexisting relationships with the school.
- Networking.
 - Reach out to other student service staff and providers within your school system.
 - Nurse
 - Social Worker
 - Guidance Counselor
 - Are student services coordinated?

Example: School Social Workers might be responsible for communicating to with parents about the need for dental care.
- Secure samples of resources for students:
 - Toothpaste
 - Floss
 - Mouthwash
 - Handouts
- Visual Aids - How will you transport them? Where can you store them? Do you need them?
- Communicate often. Do not take things personally.