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.

☐ 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.)

☐ 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.
   • Dentists
   • Orthodontists
   • Oral Surgeons

☐ Look for contacts in the dental community. Inquire about existing relationships with:
   • How to print/make copies
   • Where to eat lunch, store valuables, park, and use the restroom

☐ 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.
   • Nurse
   • Social Worker
   • Guidance Counselor
   Are student services coordinated?
   Example: School Social Workers might be responsible for communicating 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.