



Expectations of Dental Express Staffing Employees

While under the employment agreement of Dental Express, it is our expectation that you represent Dental Express Staffing, LLC in a professional and ethical manner. We expect that your behavior at the placement site will represent the same behavior presented in any professional setting. These expectations and standards provide direction and guidelines for all Dental Express staff. As dental professionals, every employee has an obligation to act appropriately at all times because Dental Express's success and reputation depends on it.

PERFORMANCE

You are responsible for performing your duties consistent with the position of dental assistant, dental hygienist, or administration safely and competently.

Arrive on time, fully prepared to begin work and remain at the site through the entire work day. If you are running late to the event, call me at Dental Express immediately and advise me of the situation.

If you have any questions or concerns, please direct them to the supervisor at the job site or to myself.

Be productive and use all available time to accomplish expected duties; save personal business for non-work hours.

OSHA and HIPAA GUIDELINES

You are expected to comply with all OSHA and HIPAA requirements as well as licensure (as needed) for your specific position. It is important to maintain the correct OSHA standards in each and every dental setting no matter the standards at that location. If you have a question, please direct it to the appropriate supervisor in the office. If you have concerns, please present that to Dental Express.

- Masks need to be changed for every patient.
- Gloves need to be worn only in the operatory.
- Remove dirty items to sterilization area, put on a new pair of gloves to clean the op.
- Have the knowledge of what is clean and what is dirty prior to proceeding with what you "think" is that office's policy.

It is important to ensure and protect the confidentiality of patients when in the dental office. HIPAA violations are not tolerated and can have serious consequences. Confidential information shall not be repeated, discussed, or removed from the work area

CELL PHONE USAGE

Cell phone usage is prohibited during working hours. In the event of an emergency, let your supervisor at the dental office know. All non-work related calls, facebooking, twittering, etc must be conducted during lunch or after work. **KEEP YOUR PHONE IN THE BREAK AREA!**

BEHAVIOR

ABSOLUTELY NO SMOKING at the job site or on lunch breaks! Smelling of smoke is not tolerated!!

Behave at all times professionally and honestly. Such behavior is morally and legally right.

Inappropriate language is prohibited. Please be respectful of the patients and staff in the workplace. Profanity or suggestive language is not tolerated or accepted when representing Dental Express.

Be productive and use all available time to accomplish expected event tasks; save personal business for non-work hours.

LUNCH/BREAKS

Lunch hours are not paid. There are times where you are asked to take a longer lunch as well as times that you may be required to work through lunch. If this is an issue, please address it with me. You are to arrive at the job location prepared to be flexible. At no time should a dental office be waiting for you to return from lunch or a break to resume seeing patients.

TEAMWORK

Communicate and collaborate with co-workers when offering your help. Often times staff members are willing to assist you with any questions you may have. Remember, you are there to help their day run smooth and efficient. The goal is to help keep their patients happy and comfortable as well as help the staff have a less stressful workday.

DRESS ATTIRE

Dental Assistants and Hygienists:

Scrubs may or may not be provided at the dental office that you are filling in. Always be prepared and take a pair of scrubs just in case they do not provide scrubs or they have none in your size. Prior to your job assignment, you will be instructed on this protocol. If instructed that the office DOES NOT provide scrubs, please TAKE your own scrubs and change at the dental office. This is an OSHA requirement and needs to be followed regardless of the offices protocol. You are to maintain a standard of personal hygiene and grooming appears neat and professional. Clothing should be clean, pressed, in good repair, and properly fitting. Clothing which is faded, stained, discolored, torn, patched, ripped, frayed, or otherwise distressed is not acceptable. Skirts, dresses, jeans, shorts, sleeveless shirts, hats, leggings, open toed shoes, hiking boots, flip-flops or crocs are not allowed. Visible tattoos must not be extremist, indecent, sexist or racist.

Administration:

Business casual is the appropriate dress attire when working at the front desk. Prior to your job assignment, you will be instructed on the appropriate color and attire. You are to maintain a standard of personal hygiene and grooming appears neat and professional. Clothing should be clean, pressed, in good repair, and properly fitting. Clothing which is faded, stained, discolored, torn, patched, ripped, frayed, or otherwise distressed is not acceptable. Skirts, dresses, jeans, shorts, sleeveless shirts, hats, leggings, open toed shoes, tennis shoes, hiking boots, flip-flops or crocs are not allowed. Visible tattoos must not be extremist, indecent, sexist or racist.

DEPARTURE

Prior to departing from the dental office, it is important to obtain permission from the supervisor and have your timesheet signed.

TIMESHEETS

Review electronic timecard prior to your first day on the job. Follow the instructions if needed. If you do not get a message that it sent successfully be sure all is filled out correctly.

Please read and sign on the line below, stating that you understand the expectations of Dental Express Staffing, LLC. By signing, you understand that consequences can be expected if any expectation is not followed.

Signature: _____ Date: _____