



PROTOCOL – CENTRAL SUPPLY

1. The supply department will have knowledgeable people (sales persons, assistants) who know alternative options for doctors. “No, we do not have brand A bonding agent but we have brand x which is a similar product. You just etch for 10 seconds, rinse for 10 seconds, apply brand x with an applicator and light it for 10 seconds and then use this composite.”
2. Prevent Hoarding! Be tough!
3. Prevent Hoarding! Be tougher!
4. Place paper products on the outside tables but all other supplies should be on a middle table in which central supply volunteers will need to hand the supplies to the other volunteers.
5. Supply will have and keep a good stock of supplies in both the pediatric and the oral surgery departments.
6. Supply will have some local doctors set-up ahead of time who can loan extra supplies to the mission if we start to run out.
7. Supply will inventory all supplies immediately following the mission and non-perishable items will be stored until next year and perishable items will be donated to local dental schools and clinics.
8. Supply will store some materials in the secured general office at the event.
9. One side of the supply area should be gloves only. And to prevent hoarding have paper bags labeled with each type of glove (medium-nitrile or XL-powder-free).
10. On another side, line up burs in #2 containers.
11. In order to make it easier for volunteers, place supplies in sections according to our inventory list- anesthetics (includes needles, topical, needle-stick safety devises, cotton applicator), paper goods (2x2s, 4x4s, bibs, etc.), Restorative (amalgam, composite, tofflemier bands, wedges, etc.) and so on!
12. Have plenty of #2 and #3 “french fry” containers for volunteers to take their supplies back to their units.
13. If we run out if something or you see we are getting low on something, tell the lead ASAP!
14. Please stagger your lunch breaks. Be sure to let the department head know how long you will be gone, depending on the time someone else may need to fill in for you so patient flow isn’t disrupted.