

Weekly Floater Duties Date:

Initial	OP 1	Initial	OP 2
	Brochures are stocked and neat. Refill if necessary.		Brochures are stocked and neat. Refill if necessary.
	Make sure kleenex box is on counter.		Make sure kleenex box is on counter.
	Each mug should have AT LEAST one pencil with eraser, one pen, one blue/red pencil, and one sharpee.		Each mug should have AT LEAST one pencil with eraser, one pen, one blue/red pencil, and one sharpee.
	Print ortho, inman, powerprox, and ortho objectives forms if necessary. This can be done from the icloud. There should always be ~20 of each.		Print ortho, inman, powerprox, and ortho objectives forms if necessary. This can be done from the icloud. There should always be ~20 of each.
	Refill rack cards if necessary.		Refill rack cards if necessary.
	Refill business cards if necessary.		Refill business cards if necessary.
	Make sure there are at least 5 of every referral card in the drawer. If low, call to get more.		Make sure there are at least 5 of every referral card in the drawer. If low, call to get more.
	Drawer 2 on dr. side-Organize referral cards. Clipboard/paper stocked. At least 5 folders with 4 forms inside (oral hygiene, QDP, services, and ortho form). Print from icloud if necessary.		Drawer 2 on dr. side-Organize referral cards. Clipboard/paper stocked. At least 5 folders with 4 forms inside (oral hygiene, QDP, services, and ortho form). Print from icloud if necessary.
	Toothbrushes and floss are stocked in drawer 3.		Toothbrushes and floss are stocked in drawer 3.
	Toys are stocked in drawer 5.		Toys are stocked in drawer 5.
	Make sure gloves and masks are stocked.		Make sure gloves and masks are stocked.
	Make sure all white boxes are stocked.		Make sure all white boxes are stocked.
	Stock tray covers, small baggies, curing light sleeves, large clear bags, barrier roll, and headrest covers if necessary.		Stock tray covers, small baggies, curing light sleeves, large clear bags, barrier roll, and headrest covers if necessary.
	Check to make sure the operatory has 4 gift bags.		Check to make sure the operatory has 4 gift bags.
	Refill red container with 4x4's and Murphy's soap.		Refill red container with 4x4's and Murphy's soap.
	1st assistant drawer should be neatened and stocked with at least one box of latex free rubber dams, rubber dam frame and forceps, topical gel, rubber dam gel, and at least 10 of the 5 different tips, one bag of cotton tipped applicators.		1st assistant drawer should be neatened and stocked with at least one box of latex free rubber dams, rubber dam frame and forceps, topical gel, rubber dam gel, and at least 10 of the 5 different tips, one bag of cotton tipped applicators.
	2nd assistant drawer stocked with 6 small and 6 regular oprtagates.		2nd assistant drawer stocked with 6 small and 6 regular oprtagates.
Initial	OP 3	Initial	OP 4
	Brochures are stocked and neat. Refill if necessary.		Brochures are stocked and neat. Refill if necessary.
	Make sure kleenex box is on counter.		Make sure kleenex box is on counter.
	Each mug should have AT LEAST one pencil with eraser, one pen, one blue/red pencil, and one sharpee.		Each mug should have AT LEAST one pencil with eraser, one pen, one blue/red pencil, and one sharpee.
	Print ortho, inman, powerprox, and ortho objectives forms if necessary. This can be done from the icloud. There should always be ~20 of each.		Print ortho, inman, powerprox, and ortho objectives forms if necessary. This can be done from the icloud. There should always be ~20 of each.
	Refill rack cards if necessary.		Refill rack cards if necessary.
	Refill business cards if necessary.		Refill business cards if necessary.
	Make sure there are at least 5 of every referral card in the drawer. If low, call to get more.		Make sure there are at least 5 of every referral card in the drawer. Especially Herpy!
	Drawer 2 on dr. side-Organize referral cards. Clipboard/paper stocked. At least 5 folders with 4 forms inside (oral hygiene, QDP, services, and ortho form). Print from icloud if necessary.		Drawer 2 on dr. side-Organize referral cards. Clipboard/paper stocked. At least 5 folders with 4 forms inside (oral hygiene, QDP, services, and ortho form). Print from icloud if necessary.
	Toothbrushes and floss are stocked in drawer 3.		Toothbrushes and floss are stocked in drawer 3.
	Toys are stocked in drawer 5.		Toys are stocked in drawer 5.
	Make sure gloves and masks are stocked.		Make sure gloves and masks are stocked.
	Make sure all white boxes are stocked.		Make sure all white boxes are stocked.
	Stock tray covers, small baggies, curing light sleeves, large clear bags, barrier roll, and headrest covers if necessary.		Stock tray covers, small baggies, curing light sleeves, large clear bags, barrier roll, and headrest covers if necessary.
	Check to make sure the operatory has 4 gift bags.		Check to make sure the operatory has 4 gift bags.
	Refill red container with 4x4's and Murphy's soap.		Refill red container with 4x4's and Murphy's soap.
	1st assistant drawer should be neatened and stocked with at least one box of latex free rubber dams, rubber dam frame and forceps, topical gel, rubber dam gel, and at least 10 of the 5 different tips, one bag of cotton tipped applicators.		1st assistant drawer should be neatened and stocked with at least one box of latex free rubber dams, rubber dam frame and forceps, topical gel, rubber dam gel, and at least 10 of the 5 different tips, one bag of cotton tipped applicators.
	2nd assistant drawer stocked with 6 small and 6 regular oprtagates.		2nd assistant drawer stocked with 6 small and 6 regular oprtagates.