

Activities for staff to do during downtime

Practice Administration

- **Software review**
 - Security updates
 - Backups
 - Fees & Item numbers (12th edition)
- **Staff Records**
 - Immunisations
 - Radiation licences
 - Registration renewals

Safety & Quality Improvement Activities

- WHS & IC Manuals
- Policies/Procedures
- Staff Education program

Marketing Activities

- Website update
- Social Media
- Patient Newsletters
- Review of your advertising

Clinical Activities

- **Planning for full operations**
 - Patient Cohorts e.g. diabetes
 - Patient check in
- **Audit**
 - Patient Medical History
 - e.g. allergies, medication
- **Review of Dental Treatment plans**

Maintenance/Cleaning Activities

- Changing Filters in water system
- Changing O rings in dental chairs
- Sharpening scalers
- Testing/validation/calibration
- General Cleaning
- Scan/archive sterilisation records
- Rotation of Stock/Disposal
- Dispose of old models