

# The Sparkle Fairy

Professional Mobile Dental Hygiene Services

## Hygienist Visit Checklist

Use this checklist to make sure everything is ready before our arrival. Our visits are designed to be low-maintenance — this list should take no more than a few minutes to work through.

### Before We Arrive

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- Room is prepared**  
A private room or quiet space is available — bedroom, treatment room or activity room
- Resident list is ready**  
You have your list of residents available so you know who is having treatment and in what order
- Staff contact nominated**  
One member of staff is available as our point of contact for the day
- Parking arranged**  
A parking space close to the entrance has been reserved if possible
- Residents informed**  
Residents on the list have been reminded of their appointment time

### On the Day

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- Welcome us on arrival**  
Show us to the room and introduce us to the staff contact for the day
- Escort residents to appointments**  
Help residents get to and from the appointment room as needed
- Be available for any queries**  
The nominated staff contact should be reachable during the visit

### After the Visit

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- Update resident care records**  
On receipt of patient visit notes, add them to resident care file
- Follow up on any flagged concerns**  
If we've flagged anything requiring a dentist's attention, arrange follow-up
- Family member contacted**  
If necessary, liaise with residents family about the outcome of appointment
- Book next visit**  
Confirm a date for our next visit before we leave