



# TempStars Office Preparation Guide

Your roadmap to successful temporary staffing experiences



## BEFORE THE SHIFT

**Assign a friendly team member** to welcome and orient the temp upon arrival

**Stock PPE in all sizes** - gloves, masks, jackets, goggles

**Verify infection control supplies** are ready and sterilization equipment is functional

**Check clinical instruments** are clean, sharp, and sufficient sets available

**Ensure operatory chairs** are working and ergonomically functional

**Set up login credentials** for practice management software

**Prepare a one-page protocol sheet** with:

- X-ray types and frequency guidelines
- Periodontal charting requirements and protocols
- When and how to alert the doctor for exams
- Common treatments and office-specific preferences



## ON THE DAY OF THE SHIFT

**Greet the temp warmly** and thank them for being there

**Provide a quick office tour** - instruments, sterilization, restrooms, break room

**Share office culture details** and patient communication style preferences

**Communicate clinical focus areas** (esthetics, orthodontics, periodontics, function)

**Explain emergency protocols** and special patient situation handling

**Assess their comfort level** and designate go-to team members for questions



## TOOLS & EQUIPMENT CHECKLIST

**Working ultrasonic scaler** with adjustable power settings

**Extra cavitron tips or piezo units** readily available

**Sharpened hand instruments** in sufficient quantities for rotation

**Functioning handpieces** with proper maintenance

**Clear labeling** on all drawers and supply storage areas

**Ergonomic clinician chair** with full mobility and height adjustment

**Flexible chair setup** usable for right- and left-handed clinicians



## TEAM INTEGRATION BEST PRACTICES

**Show respect and professionalism** at all times - treat as valued colleague, not "just a temp"

**Include in office activities** - huddles, lunch invites, daily updates when possible  
**Request clinical findings** before entering patient rooms for examinations  
**Use courteous language** - "please" and "thank you" make a significant difference  
**Maintain open communication** that's constructive and supportive

## AFTER THE SHIFT

**Review and approve invoices promptly** via the TempStars app

**Mark as favorite** if you had a positive experience

**Rate the dental temp via the TempStars App** on:

- Clinical Skills
- Professionalism
- Communication
- Time Management

**Reflect on your office performance** in:

- Friendliness and professional culture
- Infection control and safety standards
- Equipment quality and functionality
- Preparedness and orientation effectiveness



## PRO TIP FOR SUCCESS

**Keep this guide accessible!** Print and laminate this sheet for your front desk or sterilization area, or save it in a shared digital folder. Having these preparation steps ready before you need temporary coverage reduces confusion and creates smoother experiences for everyone.

**Bonus Strategy:** Send key office details to TempStars support ([help@tempstars.com](mailto:help@tempstars.com)) to share with temps in advance - preparation makes all the difference!

**Thank you for supporting positive and professional experiences for your entire team!**

Questions? Contact us at [help@tempstars.com](mailto:help@tempstars.com) • TempStars - Dental staffing done right