

TempStars Pre-Shift Checklist

Roll Out the Welcome Mat: How to Prepare for a Temp

Preparation isn't just a courtesy — it's strategy.

■ THE DAY BEFORE

- Confirm the shift with your temp
- Prepare login credentials (practice management, charting, x-ray software)
- Test every login — don't wait until morning!
- Print or prepare your practice-specific cheat sheet
- Review the schedule and patient needs
- Notify your team that a temp will be joining
- Assign a team member to welcome and orient the temp

■ MORNING OF THE SHIFT

- Set up workspace — clean, organized, proper lighting
- Test software logins one more time
- Stock PPE in multiple sizes (gloves, masks, goggles, jackets)
- Verify instruments are clean, sharp, with sufficient rotation sets
- Check equipment functionality (chairs, lights, sterilization)
- Accommodate left/right-handed setup if needed
- Prepare welcome materials

■ WHEN THEY ARRIVE (The First 15 Minutes)

- Greet warmly by name — they are expected and valued
- Provide office tour (bathroom, break room, supplies, sterilization)
- Introduce to every team member they'll work with
- Include in the morning team huddle
- Review cheat sheet together
- Show workspace and supplies
- Provide login credentials
- Clarify day's expectations, schedule, and patient types
- Discuss break arrangements and lunch plans

■ DURING THE SHIFT

- Check in periodically — not just when something goes wrong
- Be available and approachable for questions
- Offer constructive feedback professionally and kindly
- Integrate temp into the team — never isolate them

■ AFTER THE SHIFT

- Approve invoice promptly via the TempStars app

- Mark as Favourite if you had a positive experience
- Rate the temp (clinical skills, professionalism, communication, time management)

Practice-Specific Cheat Sheet — What to Include:

- X-ray protocols — settings, positioning preferences
- Charting guidelines — office-specific notation and abbreviations
- Office services — procedures offered and relevant details
- Team contacts — who to ask for what, emergency contacts
- Sterilization protocols — your specific workflow
- Patient communication preferences

■ Pro Tip: Print and laminate this checklist! Keep it at your front desk or operator.

The first 15 minutes set the tone for the entire shift — make them count.

Questions? help@tempstars.com • TempStars — Dental staffing done right