

Subject: Practice Update - March 2024

Dear Team,

Please find below important updates regarding our practice.

Staff Updates:

- **Melinda's Surgery:** We wish Melinda a speedy recovery as she undergoes hand surgery on March 10th. We look forward to her return on April 23rd.
- **Welcome Rohit!:** We are excited to welcome Rohit, our new Implant Dentist, who will be joining us on March 14th. Please make sure to refer and book him in.
- **Jenny's Resignation:** We wish Jenny all the best in her future endeavours as she has resigned due to personal reasons. Please be aware that this may impact decon cover on some days.
- **Continuing Education:**
 - Miles and Oxana attended a valuable four-handed dentistry course with Adec on February 20th. We will be implementing their new learnings into our daily practice.
 - Gemma, Rosie, Mariia, and Oxana have completed an Invisalign course to refine our best practice treatment flow. We will be implementing these new learnings in preparation for our Invisalign open day.
- **Invisalign Open Day:** Our Invisalign open day will be held between March 24th and 29th.

Practice Equipment:

- **Sharpened Scalers:** All hygienist hand scalers have now been fully sharpened.
- **New Ultrasonic Bath:** A new ultrasonic bath will arrive on March 1st, replacing our ineffective Hygea unit.
- **Staff Room Refresh:** Enjoy our new coffee machine in the staff room! Please remember to keep it clean and use only RO water. Decon will handle milk storage each night.
- **Waiting Room Amenities:** We have also installed a new water dispenser and coffee machine for our patients in the waiting room.
- **Airflow 3.0:** Our hygienists (Melinda, Radost, and Paula) will now be using the new Airflow 3.0. An additional £10 charge will apply for patients requesting this service.

- **Upcoming Purchases:**

- We will be ordering a new stock of burs for our dentists in March.
 - New TVs will be installed in the hygienist and associate rooms.
- **Pearl AI:** Pearl AI has been integrated into SOE. Please contact me or refer to the staff group chat for assistance with login details.
- **AI Notes:** We will be introducing AI notes in March.
- **New Cavitron Unit:** A new cavitron unit is available in the hygienist room. Please handle the tips with care as they are delicate.
- **Decon Room Signage:** New signs detailing the use of new equipment have been placed in the decon room.

Compliance Update:

- **100% Compliance:** We are pleased to announce that we are currently 100% compliant, following a successful cross-infection audit.
- **Fire Drill:** A fire drill will be conducted on March 13th during lunchtime.
- **Compressor Checklist:** A new paper checklist for the compressor has been placed on the clinical fridge. Please sign it whenever you turn the compressor on or off.
- **Aircon Service:** Our air conditioning units were serviced late Feb.
- **MD555 Protocol:** We have updated our MD555 protocol. It is now to be completed every Wednesday during lunch, with everyone responsible for their own rooms. For all surgeries please only use Orotol overnight.

Upcoming Events:

- **Rohit Lunch and Learn:** Join us for a Lunch and Learn session with Rohit on February 28th.
- **Practice Bowling Night:** We will be having a practice bowling night on the 7th of March at 1900.
- **Invisalign Open Week:** Our Invisalign open week will be held between March 24th and 29th.
- **Annual Stock Take:** Our annual stock take will take place during the last week of March. Details will follow.

IT Updates:

- **Email Issues:** Email issues experienced this month have been resolved by Sam. Please continue to report any further issues.

Continuous Improvement:

- **Punctuality:** We have noticed surgeries running late this month. Please make a conscious effort to improve punctuality.
- **Communication:** We need to improve practice communication. Please make sure to communicate any issues or concerns to the appropriate person.

Thank you for your continued dedication and hard work