

Mass Clinical Screening Protocol

August 2026

Overview

- D4 class will be divided, with half of the class assigned to a dental chair with patients scheduled and the other half of the class assisting
- Patients to be scheduled every 30 mins
- Students will have access to the booking schedule “undergraduate screening”
- 3 instructors
- 2 hygiene instructors - TBD
- 2 dental assistants
- Oral Radiology – as needed/prescribed

Protocol

- Screening patients will check in at the front desk, and the front desk will indicate in axium that that patient has arrived.
- Dental students who are assisting will report to the front desk where they will escort the assigned patient to the dental operatory and ensure the patient is CHECKED IN in axium upon seating the patient. Patients must be CHECKED IN and then CHECKED OUT so everyone involved knows where we are with everyone’s schedules.
- Follow the undergraduate screening schedule in axium and ONLY see the patients that are assigned to you in axium. If a patient no shows wait for your next scheduled patient.
- D4 students will review any previous patient records/contact notes in Axium prior to initiating patient screening. If the individual was a previous patient take note of any challenges with attendance. Remember the patient pool is student selected; it is the dental student’s responsibility to ensure you are selecting individuals that are within the learning level of undergraduate dental students/hygiene students and who are committed to attending appointments regularly.
- The students will discuss pertinent undergraduate clinical operations, comprehensive dental care philosophy, teaching environment and financial obligations with the patient and answer questions as necessary. At this stage the patient, or student, may determine that the undergraduate clinical is not in line with the patient’s personal needs, expectations or that the patient is unsuitable as an undergraduate patient. The student can then discuss this with their instructor, and an intraoral exam is not required.
- If the student and patient agree that the teaching environment and treatment philosophy for the Undergraduate Main Clinic are mutually acceptable then the D4 student will proceed with an intraoral exam including a PSR. The student assisting will document findings in Axium as per the screening forms. All screening forms must be completed and a EHR note made with the screening template.
- After completing the intraoral exam, the D4 student will debrief their instructor and a hygiene instructor to discuss patient suitability, general treatment needs, required radiographs and

potential student year assignment for both dental student and hygiene student.

- If radiographs are prescribed all necessary Axium forms and swipes are completed and patient can be taken to radiology.
- Radiographs taken as prescribed/needed and reviewed by student.
- Instructor and hygiene instructor will confirm student assessment and findings and confirm patient acceptance/non-acceptance and overall assignment recommendations.
- All Axium information will be confirmed and swiped.
- Patient will be escorted to the front desk staff by the D4 student.

Patient Selection

- Ensure you are clear with patients what it is like to be a patient at the college. Multiple appointments, instructors, different student assignment etc. but with all of this they get exceptional dental care from amazing dental and dental hygiene students all overseen by a group of hygienists, dentists and dental specialists.
- If individuals are here with the expectation of free dental care be honest with the patient. The college no longer has financial support to provide free dental care. Encourage them to apply for CDCP coverage.
- If individuals are going to be unable to attend appointments for an extended (3+wks) time during the academic year, then they may not be an ideal candidate for the school. It is challenging to complete treatment when students are on rotations and potential patients are away for longer periods of time.
- Remember you are creating your patient pool. If the level of care is too complex for the undergrad clinic do not accept the patient. We can provide them with contact information for one of the graduate clinics (Grad Prostho) where they can be screened.

Student Tasks Overview

- Review any previous patient records/contact notes prior to starting to screen
- Discuss with patient the comprehensive care clinic philosophy, clinic protocol and environmental uniqueness's to the learning environment, answer patients' questions
- Review and ensure completeness of all screening forms
- Review medical questions and take BP
- General intraoral exam and PSR to assess patient treatment needs, hygiene difficulty/complexity. Recommend radiographs only as necessary
- Present patient information and particulars to instructors and discuss patient suitability
Complete all screening paperwork and administration and obtain instructor swipes

