

## Programs:

OSHA Programs	page 1-3
Infection Control Programs	page 3-5
Treating Patients with HIV/AIDS	page 5
HIPAA	page 6
Accommodating Deaf and Hard of Hearing Patients	page 6
Treating Patients Who Have Autism	page 7
Personalized Programs	page 7

Topic: **“Got OSHA? 6 Easy Steps to Office Safety!”**

### Synopsis:

This fast paced, entertaining program is designed to familiarize the participant with the basic elements of an OSHA safety program for dentistry while meeting the annual bloodborne pathogen training requirements. Take home tools include: checklists for conducting an OSHA inspection, designing a “personalized” OSHA safety plan, tips for organizing an OSHA Safety meeting that meets the annual bloodborne pathogen training requirements, a sample exposure incident plan, and other helpful resources.

### Course Objectives:

- Learn how to meet OSHA requirements for dentistry
- Recognize hazards in the dental office
- Explain how to manage an exposure incident
- Understand how to maintain and update an OSHA manual

Target Audience: Dentists, Hygienists and Assistants

Speaking Time: Program can range from 90 minutes-3 hours (Time can be modified as needed)

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Topic: **“MOCK OSHA Inspection Pass or Fail?”**

### Synopsis:

What will you do in the event of an OSHA inspection? Learn what OSHA inspectors look for in a dental office. Find out what types of violations frequently occur. This program takes a “virtual tour” of your office to help you conduct your own mock OSHA inspection. Each participant will receive an OSHA inspection checklist and helpful resources for OSHA compliance.

### Course Objectives:

- Learn how to make your office OSHA Compliant
- Recognize and correct hazards that compromise employee safety
- Understand how OSHA conducts inspections in a dental office
- Explain how to conduct a mock OSHA inspection

Target Audience: Dentists, Dental Assistants, Office Staff

Speaking Time: Program can range from 60 minutes-2 hours (Time can be modified as needed)

Topic: ***“How To Be an Effective OSHA Coordinator”***

Synopsis:

This fast paced, entertaining program is designed to familiarize the office OSHA coordinator with the basic elements of an OSHA safety program for dentistry. Attendees will learn how to conduct annual OSHA training for employees, maintain an OSHA manual, manage an exposure incident, and complete the necessary record-keeping forms. Take home tools include: checklists for conducting an OSHA inspection, designing a “personalized” OSHA safety plan, tips for organizing an OSHA Safety meeting that meets the annual bloodborne pathogen training requirements, a sample exposure incident plan, and other helpful resources.

Course Objectives:

- Learn how to conduct OSHA training
- Recognize hazards in the dental office
- Explain how to manage an exposure incident
- Understand how to maintain and update an OSHA manual

Target Audience: Office staff, Dentists, Hygienists, Assistants, and anyone who is the OSHA Coordinator

Speaking Time: Program can range from 90 minutes-3 hours (Time can be modified as needed)

Topic: ***“Office Safety Manual Workshop”***

Limited to 50 Participants *Hands on Workshop-Materials Fee \$20 per person*

Synopsis:

In this hands on workshop you will create a personalized office safety manual that complement your office OSHA manual. Encompass office safety for your practice with templates, step by step instructions, and checklists for safety written plans. You may bring your OSHA manual to class. (Note-this course and/or materials does not provide an OSHA manual-rather the tools to help you create plans to accompany YOUR OSHA manual). Each participant will leave with an office safety manual, templates, checklists and a cd of digital forms to personalize.

Course Objectives:

- Create a personalized office safety plans including exposure incident protocol
- Understand how to implement standard operating procedures
- Utilize checklists for instrument processing, operatory set-up/breakdown, and lab procedures

Target Audience: Office staff, Dentists, Hygienists, Assistants, and anyone who is the OSHA Coordinator

Speaking Time: Program can range from 2-3 hours (Time can be modified as needed)



Topic: ***“ The New and Improved Hazard Communication Standard”***

Synopsis:

Meet the OSHA training requirements and learn about the changes to the Hazard Communication Standard. OSHA has designed a new, standardized format for Safety Data Sheets (SDS) formerly called Material Safety Data Sheets (MSDS). The SDS will have 16 specific sections designed to ensure consistency across industries and nations. Employers must train their workers in the new label and data sheet requirements by December 1, 2013.

Course Objectives:

- Learn how to meet OSHA requirements for dentistry
- Recognize hazards in the dental office
- Understand how to maintain and update the OSHA and SDS manuals
- Understand the new label and SDS requirements

**Target Audience:** Office staff, Dentists, Hygienists and Assistants

**Speaking Time:** Program can range from 60 minutes-2 hours (Time can be modified as needed)

Topic: ***“Infection Control Teamwork-How To Meet CDC Guidelines”***

Synopsis:

Recent breaches in Infection Control demand that we review, update, and fine tune our infection control knowledge, skills and procedures. The participant will learn how to update their existing infection control practices to meet the current CDC Guidelines. Examples of infection control “DO’s and DON’Ts” and “hands on” demonstrations will provide the participant with memorable tips. This program will motivate the participant to strive for infection control excellence. Take aways include: an infection control checklist, instrument processing protocol, and top resources for infection control and safety.

Course Objectives:

- Develop and implement an office infection control program
- Understand how to incorporate the CDC Guidelines in your practice
- Learn how to achieve a culture of infection control and safety compliance through teamwork
- Identify resources for infection control and safety
- Explain how to select appropriate infection control products

**Target Audience:** Dentists, Hygienists and Assistants

**Speaking Time:** Program can range from 2-3 hours (Time can be modified as needed)



Topic: **“The 1<sup>st</sup> Step in Infection Control is Hand Hygiene”**  
*Hands on Workshop*

This popular hands on workshop requires some set up items such as hand washing basins, (punchbowls-ok) pitchers of water, paper towels and school room style seating. Attendance limited to 50 participants

Synopsis:

Dental professionals spend a great deal of time performing hand hygiene procedures. However, repeated use of hand-hygiene products can cause chronic irritant contact dermatitis. Discomfort due to skin irritation can interfere with adherence to recommended hand hygiene practices. This “Hands On” workshop is designed to help the dental professional understand how to perform hand hygiene correctly, select appropriate hand hygiene products and gloves, recognize signs of skin irritation and locate reliable resources for hand hygiene.

Course Objectives:

- Understand how to protect hands and skin
- Recognize signs and symptoms of potentially dangerous skin conditions
- Describe types of hand hygiene protocols and circumstances for each

Target Audience: Dentists, Hygienists and Assistants

Speaking Time: Program can range from 60 minutes-2 hours (Time can be modified as needed)

Topic: **“CSI Dental Office-Criminal Microbes, Desperate Office Germs and Survivor Sterilization Room”**

Synopsis:

Leslie takes the clinical team to a dental office infection control crime scene. Learn how to stop *Criminal Microbes*, explore the dangers of *Survivor: Sterilization room*, and visit the neighborhood of *Desperate Office Germs*. *Tooth Whisperers* are responsible for appropriate sterilization and infection control procedures. Protect yourself and your patients from infectious disease transmission. It's easy, once you know the steps you'll be *Dancing with the Scalers!* infection control training is a must for dental health care providers, but who says it has to be boring?

Course Objectives:

- Identify common errors in infection control and sterilization procedures
- Learn the proper selection and use of infection control products
- Develop written protocols for instrument processing and the management of injuries

Target Audience: Dentists, Hygienists and Assistants

Speaking Time: Program can range from 90 minutes-3 hours (Time can be modified as needed)



Topic: ***“Treating Patients Living with HIV/AIDS”***

Synopsis:

Under the Americans with Disabilities Act, dentists have a legal duty to treat patients living with Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome. Learn how to create a culture of infection control and safety compliance to protect yourself, your team and your patients.

Course Objectives:

- Understand appropriate sterilization and infection control procedures
- Explain proper selection and use of appropriate infection control products
- Recognize the rights of Patients under the Americans with Disabilities Act
- Identify resources for infection control and safety

Target Audience: Dentists, Hygienists and Assistants

Speaking Time: Program can range from 60 minutes-2 hours (Time can be modified as needed)

Topic: ***“You’re in charge of Infection Control-Now What?”***

Synopsis:

This course will help the dental team member assume the role of the infection control coordinator. The participant will receive take away tools such as: an infection control checklist, an outline for conducting an office infection control meeting, information on how to select appropriate infection control products, and a list of helpful resources.

Course Objectives:

- Understand the role of an infection control coordinator
- Learn key federal, state, and local regulations
- Develop a checklist for infection control compliance
- Plan and organize an infection control and safety meeting.
- Identify resources for infection control and safety

Target Audience: Dentists, Hygienists and Assistants

Speaking Time: Program can range from 90 minutes-3 hours (Time can be modified as needed)



Topic: ***“HIPAA Privacy, Security, and the NEW Omnibus Rule-  
What’s New and What Do I Have To Do?”***

Synopsis:

The purpose of this course is to familiarize the participant with the basic concepts of HIPAA as the regulations apply to Dentistry. Information will include: how to comply with the new HIPAA Omnibus Rule, conduct staff training, create the necessary logs, prevent breaches.

Course Objectives:

- Learn how to conduct a “risk assessment”
- Understand how HIPAA regulations apply to a typical dental office
- Recognize breaches in privacy or security
- Understand how HITECH affects dental practices

Target Audience: Office staff, Dentists, Hygienists and Assistants

Speaking Time: Program can range from 60 minutes-2 hours (Time can be modified as needed)

Topic: ***“Accommodating Deaf and Hard of Hearing Patients”***

Synopsis:

This course will help to participant understand the obstacles that deaf and hard of hearing patients encounter in the dental office. Sometimes patients who are hearing impaired do not disclose their condition to the dental team. Misunderstanding the treatment plan, home care instructions, or prescription information can be detrimental to the patient’s health. By increasing awareness and attention to the patient’s special needs, the dental team can take steps to effectively communicate with the patient.

Course Objectives:

- Recognize and accommodate the needs deaf or hearing impaired patients
- Understand the steps to confirm patient comprehension of treatment needs, scheduling and financial obligations
- Understand how comply with the Americans with Disabilities Act which defines the dental office as a place of public accommodation.

Target Audience: Office staff, Dentists, Hygienists and Assistants

Speaking Time: Program can range from 60 minutes -2 hours (Time can be modified as needed)



**Topic: “Treating Patients Who Have Autism: A Team Approach”**

**Synopsis:**

Autistic disorder is the abnormal or impaired development in social interaction and communication coupled with a restricted repertoire of activity and interest. Manifestations of the disorder vary depending on the developmental level and chronological age of the individual. Dental treatment for patients with autism requires extra time and special care. Equipped with tips, tools, and a game plan, the dental team can provide a positive experience for patients with special needs.

**Course Objectives:**

- Develop relationships with patients with autism
- Integrate family/caregiver input for successful visits
- Locate resources for accommodating patients with autism

**Target Audience:** Office staff, Dentists, Hygienists and Assistants

**Speaking Time:** 60 minutes

**Topic: “Customized Program Based on Your Needs”**

**Synopsis:** What are the hot buttons for your members? Leslie will create a program to meet the concerns of the members.

**Course Objectives:** You decide

**Target Audience:** Office Staff, Dentists, Hygienists and Assistants

**Speaking Time:** Program can range from 90 minutes-6 hours (Time can be modified as needed)

