MDPstaffing.com

Dental Referral Agency since 1988

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Cause of MDP Contract Breach by Applicant

1. MDP is the referral agency that is representing you. Bypassing notification to MDPstaffing is a breach of your contract with us. This can happen by direct communication in accepting job offers or a direct hire with a dental office MDP has referred you to.

2. Another breach happens if you share names and contact information of people you know are looking for work – by notifying the person directly, giving them the dental office contact info, or by sharing names and contact info with the dental office. When we refer you to the office, you are subject to MDP's contract and policies. Refer the individual directly to MDP.

3. It is MDP's right to terminate our working relationship if you consistently call in with last minute emergencies or if you are a no-show for assignments you have accepted. MDP only wants to work with individuals with proven strong work ethics and who are professional and responsible.

4. It is your responsibility to provide MDP with the days you are available to temp. This lets us know how serious you are about working, whether as a temp or in a direct hire position. If you know them months ahead, let us know right away.

5. For your convenience, send me your available dates, license renewals, name or address changes, etc. using the form at MDPstaffing.com/applicants. You may also text updates to (415) 339-0575 or email MDPstaffing@icloud.com.

6. If you fill any days, notify MDP so we can take you off the availability calendar.

7. MDP requires immediate copies of RDA, RDH, DDS license renewals, new certificates or updated certificate copies. Email MDP copies. Certificate examples: Laser, CPR, updates on vaccines, OSHA and Cerec.

Applicant has read and agrees to all the above by signing.

Signature_____Date_____

Print Name_____

Dental Office Protocol and/or Procedures

1. Your Responsibilities to MDP

A. Upon agreeing to temp for a dental office through MDP, it is your responsibility to call them and confirm the days and hours.
B. When you call the dentist's office, go over arrival time and PPE attire, and whether loops are provided. Do they want you to bring a lab coat and scrubs?
C. Go to MDPstaffing.com and print out current timecard before leaving for your assignment.
D. Take your current license and COVID records with you.
E. Arrive 15 minutes early to avoid stress and traffic back-ups. Use that time to go over OSHA protocols with office staff. Many offices have a 10-minute meeting going over charts prior to the first patient.
F. During working hours, keep your phone turned off. (Please check for messages during breaks and lunch.)
G. At the end of the day, complete the timecard, make a copy with your cell, and leave the original with the office.

2. Politeness and Team Player

- Hygienists and Dental Assistants: please be kind and friendly to all patients and staff members. Do as you are asked, as you know every office works differently.
- Take the office's instructions, even if it's different from how you do things in your regular job. Know the OSHA guidelines for health, safety and practice them in every office. Try to stay on time – no patient likes to be left waiting. It is different in every office but as a temporary, please be helpful whenever you have time. Help sterilize and bag instruments. Take x-rays and break down rooms. Ask to be put to work if a patient cancels.
- Cell phones should be silenced and put away until you are on your break.
- Clean up after yourself
- RDHs, not every office will have a dental assistant available to help you.
- If you have a question, ask – never assume you know the answer.
- Be on time for your lunch breaks, leaving and returning on time.
- Never leave your assignment without cleaning and sterilizing your instruments.
- MDP's staffing contract with the dentist states payment to the temp must be made within 5 days from the last day worked.