

Tija Hunter, CDA, EFDA, CDIA, CDSO, MADAA, began her dental assisting career in 1981 and has never looked back. Being named one of the "Top 25 Women in Dentistry" in 2015 by *Dental Products Report* was one of the highlights of her career. She is a former vice president of the American Dental Assistants Association, where she holds the honor of Master. She has worked in her current office since 2003 in O'Fallon, Missouri, as an office manager and dental assistant. Hunter's love of traveling takes her all over the world, where she speaks to dental assistants and dental teams.

PRESENTATIONS

Learn, Leverage and Lead

2 HOURS

ALL
AUDIENCES

All dental team members are leaders, you don't always see yourself that way, there are no titles or labels. Each team member is vital to the success of the practice and with a little direction, and the right attitude, they can have an amazing impact on the practice. We will discuss how to bring out your inner leader to push your practice and yourself in amazing new ways.

OBJECTIVES:

- Discover ways to use your talents
- Explore key steps to self-improvement
- · Learn how to maximize all you have

Enhancing Your Career Through Ergonomics: Preventative Medicine for Your Life

ALL AUDIENCES

Women suffer higher rates of work-related musculoskeletal disorders. Because our jobs are so physically demanding in dentistry, we are seeing a higher rate in back, neck and shoulder issues. This course talks about the common problems we face ergonomically, and changes we can make to correct these issues. As women, we tend to take care of everyone but ourselves, let's discuss ways we can fix that!

OBJECTIVES:

- Identify the common problems physically we face daily
- · Discuss ways to take better care of ourselves and why
- · Learn better techniques for posture and positioning

Rock Star Dental Assistant

2 HOURS

DENTAL
ASSISTANTS

Dental assistants spend more time with the patients than any other team member, so let's educate that assistant to be the best they can be to help your practice excel!

- MARKETING: Let's talk about ways we can maximize our relationships with your patients and team mates
- TEAMWORK: Accelerate your role within the practice
- COMMUNICATION: Discover key ways to you and your practice a success
- ORGANIZATION: Establish systems and methods for cutting cost and staying on top

Following Tija's lifelong journey and the lessons she learned along the way will shape the way all dental professionals look at their daily gift of being in the profession she loves and to which she is dedicated.



LINDA MILES,

Founder, Speaking Consulting Network, CoFounder, Oral Cancer Cause CoFounder, Ultimate Team Mastery





PRESENTATIONS (CONT.)

Pet Peeves

2 HOURS

ALL
AUDIENCES

We all have them, but how do we deal with them? This fun course talks about the issues we all face in a dental office daily. And we will also discuss ways to better communication, dealing with the stress of it all and making our day flow better!

OBJECTIVES:

- Discuss issues we face daily...funny or not, they are real
- · Explore communication styles and where you fit in
- Learn key ways to distress, stay organized and love our day

From Drab to Fab

1 HOUR

ALL
AUDIENCES

Where are the fire extinguishers located in your office? Do you know you probably pass them several times a day and yet you can't always recall where they are? That's because we see them so much, they disappear into the walls. The same can be said with our tired and outdated décor! We don't always see how tired our offices look to that new patient, but they sure do! With little sprucing up, you can make a huge impact on the impression you leave on your patients! Your atmosphere is everything! From doing a new build out, or just doing a refresh of your existing building, we can create a better work flow and cozy atmosphere!

OBJECTIVES:

- Identify the common problems physically we face daily
- Discuss ways to take better care of ourselves and why
- · Learn better techniques for posture and positioning

Taming the Beast: How to Schedule Your Day and Leave Happy!

1 HOUR
ALL
AUDIENCES

It's hands down one of the hardest things to accomplish in your day. Getting it right makes your day flow so much better!

OBJECTIVES:

- Discover ways to manage that beast of a schedule
- Exploring options in how to deliver the best patient care in your time frame
- Learn how keep both patients and the back office happy!

Documentation and the Dental Assistant

1 HOUR

DENTAL
ASSISTANTS

Doctors and Hygienist were taught how to write chart notes in school, but dental assistants were not. Lawyers say we are an easy target because our documentation in all areas is the worst! Patient chart notes are legal documents and are considered evidence in a court of law and/or used by the dental board in the case of a patient complaint.

OBJECTIVES:

- Understand the importance of accurate chart notes and documentation
- Discover simple ways make complete chart notes
- · Learn how to construct your notes completely and easily





PRESENTATIONS (CONT.)

Crisis in America: Opioids, Vaping & Human Trafficking

ALL AUDIENCES

Many times someone in the healthcare industry can be the first point of contact for a person in crisis. Patients who don't routinely see their physician, come in when they have dental pain. It's with this contact that our oral healthcare personnel have the opportunity to use their knowledge to educate their patients, gain trust, and help in a crisis. You have the opportunity to save a life, many of them.

OBJECTIVES:

- · Learn what to look for and signs of distress
- Discuss how to obtain vital information and what to do with it
- Explore ways to educate your patients to help them make informed decisions

Dental Unit Waterline Contamination: What's In Your Water?

ALL AUDIENCES

It's something we hear about but truthfully confused about what it is, what to do and what can go wrong. Join me for this eye opening presentation on what lives in our lines and how to easily fix it!

OBJECTIVES:

- Discover the scary world of DUWL, what DUWL contamination is, and how it happens
- Explore the diseases associated with DUWL and how to keep you and your patients safe
- Learn ways to treat, shock and test your lines, what's good and what's not

Dental Implants: Parts & Pieces

2 HOURS

ALL
AUDIENCES

This is a hands-on course where I will enlist the help of either Nobel Bio care or Astra Implant systems. Usually a classroom type setting and a limit of 30. We will be utilizing student kits, one kit for two students. You have the option of running the same course a.m. and p.m.

This course is designed for the new dental assistant or hygienist or one who is just getting into implants. This is a hands on course where we will discuss the parts of a dental implant, care and storage.

OBJECTIVES:

- Learn all of the parts, what role they play and when
- Explore ways to communicate with patients the benefits of dental implants
- Discuss the procedure itself, tray set up and proper infection control

Ethics: Legal Do's and Don'ts

ALL AUDIENCES

Saying and doing the right thing isn't always the easiest, yet it's respecting each other and our privacy. We will define Ethics, what it is, and why each of us should be more attuned to our patients.

OBIECTIVES:

- · Identify standards for professionalism
- · Learn how to take steps to identify your responsibility
- Establish protocols and identify resources for help



PRESENTATIONS (CONT.)

Dental Infection Control

1-2 HOURS
ALL
AUDIENCES

Do you realize that infection control isn't OSHA? Do you realize that infection control is the law? Many people think because the CDC isn't a regulatory agency, that the guidelines they put out are just that, and don't have to be followed. What you may not know is, our dental board picks up these guidelines and writes them into the practice act for your state. And don't forget your local health departments, they follow them too!

OBJECTIVES:

- Learn about the newest trends in infection control
- Explore what's going wrong in infection control and how to correct it
- Discuss ways to document correctly and create a better work flow for your practice

Knowing the Law!

1-2 HOURS
DENTAL
ASSISTANTS

As a dental assistant, do you really know the law? What laws pertain to you and what laws travel across state lines?

OBJECTIVES:

- Learn the legal aspects of the different states and what you need to do for your state
- · Discuss the laws that hold you back
- Identify ways to legally do all you can and have an amazing career!

Tija Hunter is THE shining example for dental assistants on how to turn your career into something amazing.



KEVIN HENRY, Author of "Battling and Beating the Demons of Dental Assisting"

Custom Presentations

What do you see as your dental team's biggest struggles? I can create a presentation designed just for your practice!

As a dental assistant of 40 years, and practice manager for over 10, I can customize a presentation that will fit the needs of your team!

Give me a call today and let's talk!



