



ASSOCIATE DENTIST TRAINING CHECKLIST

NAME: _____ Date: _____

Hiring and Orientation:

- ___ Application filled out.
- ___ Interviewed for staff position.
- ___ Accepted Rejected
- ___ Pay established in writing.
- ___ Working hours established in writing.
- ___ Informed of probation period.
- ___ Assigned to post.
- ___ Introduce to rest of staff.
- ___ Orientation to the office in relation with their post:
 - ___ Tour of Office
 - ___ Clinical Area
 - ___ Dental Chairs
 - ___ Supplies
 - ___ Stocking
 - ___ Instrumentation
 - ___ Computer Charting
 - ___ X-Ray Equipment
 - ___ Forms
 - ___ Files
 - ___ Phone system
 - ___ Break area
 - ___ Place to store personal items.

Purpose of the Dentist:

___ Tell your employee the purpose of the treating Dentist position.

1. "To effectively treat patients of the practice with the Standard of Care established in the practice."

Ask: "Do you have any questions about this purpose?"

2. To maintain excellent patient relations by ensuring the patient is well cared for, happy and satisfied with their treatment.

Ask: "Do you have any questions about this purpose?"

Products definitions:

Define their Statistic:

___ Tell them their Statistic: Production

Define their Product:

___ Tell them their Product: Healthy mouths, Patients with completed treatment plans.

General Policy Orientation:

___ Read General Policy Manual.

___ Take General Policy Exam.

___ Do General Policy Procedure and Application drills.

Orientation

- Equipment power on/ off, music, lights
- Operation of Dental Units, Headpieces
- Computers and passwords
- Eaglesoft scheduling, patient look up, Charting and chart notes
- Equipment and supply storage
- Review with Kerrie all tray set ups, instruments and supplies
- Review with Kerrie all materials and techniques
- Review with Kerrie the proper utilization of Assistants during procedures
- Dexis X Ray system operation, proper technique, proper interpretation of X Rays
- Review with Kerrie matrix systems used
- Review Treatment Planning
- Review Treatment sequencing
- Informed consent documents and dialogue
- Treatment presentation to patient
- Understand all financial options that financial coordinator may use
- Composite resin technique and materials
- Impression materials and techniques
- Anesthetic instruments, materials and supplies
- Occlusal equilibration
- Medications prescribed to patients, amounts and strengths

- Proper documentation of treatment, conversations with patient
- Review all post treatment instructions given to patients
- Endodontic technique and rotary instrumentation
- CEREC preparation, imaging and design, cementation
- Crown and Bridge impressions, temporization and cements, Labs used
- Dentures full
- Removable partial dentures
- Implants, Mini implants and bone grafting
- Oral surgery supplies, equipment and post op
- Necessary parts of the hygiene Exam, New patient exam
- Invisalign exam and presentation. Handling patient financial questions
- How to interact with front desk and office manager
- Scheduling_ Time needed for procedures

Two Week Evaluation:

- ____ Complete the two-week evaluation form and inform them of your decision to continue the training process or not.

Dental Basics Manual:

- ____ Read Dental Basics Manual and do all exercises.

Read Dental Assistant Manual:

- ____ Have them read each section and do the Role Playing Drills until they can do them at professional level.

Apprenticeship:

- ____ Dental Trainer apprentices until the attached Apprenticeship Checklist is completed.

End of Checklist

Dentist Apprenticeship

Name of Staff Member: _____ Date: _____

Post: Surgical Assistant

- I have checked this staff member out on all the basic policies connected with their position.
- I have verified that this staff member knows all the procedures connected with their position.
- This staff member is able to produce all expected products of their position.
- This staff member knows the purpose of their position.
- This staff member knows the purpose of the practice.
- This staff member has no additional questions or confusions about how to do this post.
- This staff member knows how their post relates to the rest of the organization.
- This staff member has statistics to prove that they can competently hold this post.
- This staff member knows how to use and what to do with all forms, papers, files and administrative particles connected with this post.
- Any needed drilling/role-playing has occurred.

Attestation

I hereby attest that I have apprenticed the above staff member to the best of my ability and they are fully grooved in and handling the post competently.

Signed: _____
Apprenticeship Supervisor

Training Actions/Corrections for This Week

Name: _____ Job Position: Surgical Assistant

Week Ending: _____

Action Steps

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____