

CLINICAL TRAINING SCHEDULE

NAME _____ POSITION RDA TRAINER _____ PHASE START DATE _____

DATES OF PHASES: Phase 1 Week 1 Phase 2 Week 2 Phase 3 Week 3&4 Phase 4 60 DAYS Phase 5 90 DAYS

RATING SYSTEM (1) does not meet expectations (2) partially meets expectations (3) fully meets expectations (4) exceeds expectations (NT) not taught yet

TASK or PROCEDURE	PHASE 1					PHASE 2					PHASE 3					PHASE 4					PHASE 5				
	1 st week					2 nd Week					3 rd Week					4 th Week					5 th Week				
	1	2	3	4	N	1	2	3	4	N	1	2	3	4	N	1	2	3	4	N	1	2	3	4	N
EXPECTATIONS: 1= does not meet, 2 = partially meets 3= fully meets 4=exceeds, N = not trained yet																									
PERFORMANCE STANDARDS (ALL PHASES)																									
come with a smile and a great attitude																									
consistent in performing all tasks																									
multi-task to manage multiple priorities																									
appropriately prioritizes tasks																									
looks for ways to assist other team members- sop																									
uses tact and discretion in all discussions																									
listens to and responds professionally to feedback																									
receptive to training																									
maintains confidentiality in all matters																									
avoids all forms of gossip																									
serves patients to practice standards and policies- policy manual																									
follows conflict resolution guidelines - sop																									
follows leadership team support guidelines - sop																									
PHASE 1																									
introduction to team members and their role within the practice																									
participates in morning huddle with chart review																									
observation of major dental procedures																									
log turned in																									
takes radiographs and displays them on computer																									
prepares treatment rooms for patient procedures																									
greet patients, introduces self, seats patients																									
chairside assists with assistance																									
chart documentation																									
cleaning treatment rooms between patients																									

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PHASE 1 (continued)																									
ultrasonic cleaner																									
autoclave sterilizer																									
statim sterilizer																									
keeps area clean and tidy																									
basic tray setups																									
cassette tray setups																									
stocks treatment rooms																									
maintaining bur blocks																									
introduction to cleaning and maintenance checklists																									
general understanding of filing system																									
PHASE 2																									
continue/improve tasks from phase 1																									
chairside assists with assistance																									
opening and closing the back office																									
patient dismissal guidelines																									
clinical abbreviations and terminology																									
dental equipment set up																									
computer:																									
enters today's charges and fees																									
prints today's insurance forms																									
treatment plan entry																									
schedules appointment if necessary																									
prints estimate																									
prints rx if necessary																									
uses memo system to communicate clearly																									

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PHASE 4																									
continue/improve tasks from phases 1, 2, & 3																									
chairside assists independently																									
seeks opportunities to cross-train and become more proficient in other areas																									
seeks help if additional resources is required																									
prepares agenda for staff meeting																									
participates in staff meeting																									
PHASE 5																									
continue/improve tasks from phases 1, 2, 3, & 4																									
handles difficult patient situations																									
answers patient questions independently																									
has chairside assisted for following procedures:																									
composite restorations																									
crown and bridge																									
veneer, porcelain jacket, laminates, and maryland bridge preparation																									
provisional crown restorations																									
pacheting crown and bridge																									
crown and bridge delivery																									
veneer, porcelain jacket, laminates, and maryland bridge delivery																									
full and partial denture impressions																									
full and partial denture try in/deliver																									
full and partial denture adjustments																									
partial denture relines																									

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PHASE 5 (continued)																									
immediate denture delivery after extraction																									
denture repair																									
partial repair: broken tooth or clasp																									
basic oral surgery																									
root canal treatment																									
micro-etching crown and bridge																									
cerec preparations																									