



## DENTAL ASSISTANT TRAINING PROGRAM

SPONSORED BY THE ILLINOIS PRIMARY HEALTH CARE ASSOCIATION

# PROGRAM OVERVIEW FOR HEALTH CENTER TRAINERS AND DA STUDENTS

## STUDENT OVERVIEW AND TRAINER'S ROLE

During this training, you will be asked to:

- 1) Complete on-the-job training with the support and guidance of a one-on-one DA trainer.
  - a. **Trainer's Role:** As a trainer, you will help the student practice clinical skills and will check off on the student's mastery of each skill.
  - b. **Trainer's Role:** As a trainer, you are expected to be available to answer questions and supervise the student's work at least 75% of the time they are at work.
- 2) Complete **all required online coursework** (each week's module may vary in hours). The online course *Technical Skills for Dental Assistants* covers all the basic and specialized skills you will need to work to the top of your scope as a DA.
- 3) Complete in-clinical work as required by the health center. On the clinic days, the trainer will review the technical skills you have been learning,
  - a. **Trainer's Roll:** As a trainer, you will answer questions your student may have and help with technique, and finally check off on mastery of these skills within the skill logs.
- 4) After you have completed all the required on-the-job and self-paced virtual coursework, IPHCA and your trainer will approve your completion of the program and you will be provided with a certificate from IPHCA.
- 5) You may continue with additional virtual coursework and clinic days for further education and sit for the DANB exam if you so choose. The State of Illinois does not require Dental Assistants to be certified by DANB.
  - a. **Trainer's Roll:** Work with your student on their goals and what modules they should take next if this is something they wish to do. Please let IPHCA know what modules they intend to take next. Discuss career ladders and opportunities with them.

## EXPECTATIONS

- Like any employee, the DA students are expected to **follow all employer's policies and procedures**. Students should come to work on time for their scheduled shifts, and their work should be professional, ethical, and responsible.
- The **DA trainer should be used as a resource**. It is very important that the DA students ask questions about anything they do not fully understand.
  - **Trainer's Roll:** Make sure you set aside scheduled times with your student (preferably weekly) to discuss their progress in this training program. You should review both their progress at work and any questions they have about the supplemental materials they are learning.
  - **Trainer's Roll:** IPHCA will provide the trainers with the students' progress on the modules on a bi-weekly basis while the student is enrolled in the program. It is then the responsibility of the trainer to go over the quiz results and progress made with the student.
- Regarding the online training, students are required to:
  1. **Finish each module within the trainer's given timeline.** Each module that is selected by the health center will be available for the DA student to take at their own pace or the chosen pace of their trainer.
  2. **Pass online quizzes within each module.** Quizzes can be taken open book.
  3. **Contact the trainer** if they are struggling with the online coursework or if they anticipate not being able to complete a module on time. IPHCA will also be available for any technical assistance needed within the online training platform. Progress within the modules is saved if a student needs to stop during a lesson.
- Work with your trainer to **document and submit on-the-job work hours** as directed.
  - **Trainer's Role:** Document and submit the students on the-the-job work hours as directed.
  - **Trainer's Role:** Ensure student has the opportunity to meet timesheet expectations throughout the course of the training by spending adequate time in all 5 fields: *Patient Interaction, Procedures and Chairside Assisting, Sterilization, Cleaning and Stocking, Radiography, Front Office, Administration, and Billing.*
  - Proof of employment of the student is required monthly while participating in the training program. Without proof of employment the health center would be subject to an additional approval process through the Illinois Board of Higher Education and would mean all training of DAs must come to a stop.

- It is up to the student to **track their skills practice in the skills logs**. Students can perform a skill independently (with the appropriate level of supervision indicated by the trainer or supervisor) once the trainer has checked them off on that skill.
  - **Trainer’s Role:** Know the clinical skills the student is learning about each week. Demonstrate new skills, supervise clinical skills practice, sign clinical skills check-off sheets, and facilitate rotation to areas where the student can experience timely, relevant learning opportunities. The trainer should do at least the first skill check-off, but any higher-licensed professional may complete subsequent check-offs.
  - **Trainer’s Role:** Ensure that the student has fully mastered all skills on the skill log and can be trusted to perform them independently before giving a final sign-off. Trainer should then ensure that the final skill logs are submitted to IPHCA once all modules have been completed.

Curriculum developed by



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