



Dental Assistant Training Program

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Trainer Responsibilities

The role of a Dental Assistant Trainer is crucial to the success of students completing this program. The trainer is responsible for all aspects of practical clinical operations including on-site supervision, training, skill demonstration, facilitating learning opportunities, online coursework oversight, and general program communication.

Specific Responsibilities include but are not limited to:

- **Student Schedule**
 - The trainer facilitates learning opportunities for the student to experience a breadth of technical clinical skills. This may include arranging for the student to “float” to a patient visit that is relevant to what s/he is currently learning, ensuring that the student gets to shadow uncommon in-office procedures as they arise, and arranging rotations to specialty departments. The supervisor or scheduler should be involved in scheduling formal inter-departmental rotations.
 - The trainer sets aside regular time (at least weekly) to meet with the student in order to review program progress. This time is necessary for regular affective communication and mentorship.
 - IPHCA will provide progress on modules and quiz results to the trainer for each student on a bi-weekly basis throughout the course of the program.
- **Clinical Experience**
 - The trainers maintain an active learning environment for the student allowing for as much time as possible involved in supervised hands-on procedural activities.
- **Supervision**
 - The trainer and, when appropriate, a higher licensed clinic member, is responsible for the supervision of the student’s education while in the clinic. While progressing through the program, the student will be supervised in all clinical activities commensurate with the procedure/task being performed and their abilities.
 - Ultimately, the trainer is responsible for the observation of clinical skills and the provision of constructive feedback as needed.
- **Documentation**
 - The trainer is responsible for the review of student documentation, including signature upon completion. Documentation includes: monthly timesheets or other proof of employment, clinical skills check-lists, and any other document as assigned by the IPHCA program staff.

Communication

With a large portion of the DA Training Program being virtual and self-paced, it is important to communicate questions, concerns, or needs to the IPHCA program support staff. Please see below for communication tools put in place by program administrators and their contact information.

- **Weekly Progress Reports**

The function of weekly progress reports is to give a comprehensive and concise outlook of the student's performance in the areas of the online coursework and quizzes. Progress reports are e-mailed to the designated training team (coach, immediate supervisor, others as requested). Trainers should review these progress reports weekly with the student and take steps to ensure the student stays on track. It is the responsibility of the trainer to go over the clinical skill logs with the student and also discuss their progress with the hands-on portion of this training program.

Program Information

For more information, contact:

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