

DENTAL ASSISTANT - Colville Dental Clinic Onboarding Training Schedule

Week One

Monday April 10, 2023 – Chewelah Administration Office

8:00 am to 12:00 pm	Orientation with Felicia (HR Generalist) @ Legacy Room
12:00 pm to 1:00 pm	Lunch & Introduction to Admin. Staff @ Legacy Room
1:00 pm to 2:00 pm	IT Training: Logins, Helpdesk/Microsoft & Outlook Basics with IT Support - Greg (IT Helpdesk Technician) @ UN Training Room
2:00 pm to 3:00 pm	Athena Login/Basics/e-Learning Intro with LaDana (Application Support Trainer) @ Univ. Training Room
3:00 pm to 3:10 pm	Break
3:10 pm to 4:30 pm	Dentrix Login/Basics with Tammi (University Asst. Mgr./Trainer @ University Trainer's Office

Tuesday April 11, 2023 – Chewelah Administration Office

8:00 am to 9:00 am	Training: Dentrix Appointment Book with Tammi @University Trainer's Office
9:00 am to 10:00 am	Self-Guided Online Training Video: Dentrix Chart and Procedure/ICD-10 Code Video & Quiz
10:00 am to 10:10 am	Break
10:10 am to 11:00 am	Training: Dental Chart Overview with Tammi
11:00 am to 12:00 pm	Self-Guided Online Training Videos/Presentations 1. Corporate Compliance (Dec 2022 Ed Hr) & Quiz 2. Helpdesk Portal (<i>Training link will be in your email</i>)
12:00 pm to 1:00 pm	Lunch
1:00 pm to 3:00 pm	Self-Guided Online Training Videos/Presentations 1. Infection and Exposure Control (Feb 2023 Ed Hr) & Quiz 2. If Saliva were Red (March 2022 Ed Hr) 3. X-ray Image Tips and Tricks (May 2022 Ed Hr) & Quiz <i>***Complete the Quizzes/Acknowledgements following education</i>
3:00 pm to 3:10 pm	Break
3:10 pm to 4:30 pm	Self-Guided Online Training Videos/Presentations CPR Training

Wednesday April 12, 2023 – Colville Dental Clinic

8:00 am to 8:15 am	Meet Managers and Trainer onsite (Check in downstairs) Bailey McKenna (Clinical Operations Manager) Sarah Pearce (Clinical Operations Assistant Manager) Sue Calvert - Trainer
8:15 am to 9:00 am	Clinic Walk through and Training: Schedule/PayCom/Badge Access/Professionalism/Maintaining Environment with Sarah
9:00 am to 10:00 am	Begin Shadowing/Training with Sue
10:00 am to 10:10 am	Break
10:10 am to 10:30 am	Log into Operatory Computer/Customizing Settings with Tammi
10:30 am to 12:00 pm	Training: Patient Treatment Workflow & Treatment Planner with Tammi
12:00 pm to 1:00 pm	Lunch
1:00 pm to 3:00 pm	Shadowing/Training with Sue
3:00 pm to 3:15 pm	Break
3:15 pm to 5:00ish pm	Shadowing/Training with Sue

Thursday April 13, 2023 – Colville Dental Clinic

7:00 am to 12:00 pm	Shadowing/Training with Sue
12:00 am to 1:00 pm	Lunch
1:00 pm to 5:00ish pm	Shadowing/Training with Sue
	<i>Breaks/Lunch times will be set by Managers/Trainer</i>

Friday April 14, 2023

All Day:	OFF WORK
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Week Two

Monday April 17, 2023

All Day:	OFF WORK
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Tuesday April 18, 2023 – Colville Dental Clinic

7:00 am to 12:00 pm	Shadowing/Training with Sue
12:00 am to 1:00 pm	Lunch
1:00 pm to 5:00ish pm	Shadowing/Training with Sue
	<i>Breaks/Lunch times will be set by Managers/Trainer</i>

Wednesday April 19, 2023 – Colville Dental Clinic

7:00 am to 12:00 pm	Shadowing/Training with Sue
12:00 am to 1:00 pm	Lunch
1:00 pm to 5:00ish pm	Shadowing/Training with Sue
	<i>Breaks/Lunch times will be set by Managers/Trainer</i>

Thursday April 20, 2023 – Colville Dental Clinic

7:00 am to 12:00 pm	Shadowing/Training with Sue
12:00 am to 1:00 pm	Lunch
1:00 pm to 2:00 pm	Check in/Skills Check/Quiz with Sue
1:00 pm to 5:00ish pm	Shadowing/Training with Sue
	<i>Breaks/Lunch times will be set by Managers/Trainer</i>

Friday, April 21, 2023 – Colville Dental Clinic

7:00 am to 12:00 pm	Shadowing/Training with Sue
10:00 am to 11:00 pm	Shadowing Front Office @ Check In Downstairs with Ali/Heidi
11:00 am to 12:00 pm	Shadowing Front Office @ Check Out Upstairs with Misty/Tessa
12:00 am to 1:00 pm	Lunch
1:00 pm to 5:00ish pm	Shadowing/Training with Sue
	<i>Breaks/Lunch times will be set by Managers/Trainer</i>

Week Three

Monday April 24, 2023

All Day:	OFF WORK
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Shadowing/Training Overseen by Sue Calvert

Tuesday April 25, 2023 – Colville Dental Clinic

7:00 am to 12:00 pm	Shadowing/Training/Assisting
12:00 am to 1:00 pm	Lunch
1:00 pm to 5:00ish pm	Shadowing/Training/Assisting
	<i>Breaks/Lunch times will be set by Managers/Trainer</i>

Wednesday April 26, 2023 – Colville Dental Clinic

7:00 am to 8:00 am	Colville Dental Site Meeting @ Conference Room
8:00 am to 8:30 am	All Clinician Staff Training on Mental Health Awareness Email invitation will be sent for Teams Mtg. @ workstation
8:30 am to 9:00 am	All Staff Training on Resilience Email invitation will be sent for Teams Mtg. @ workstation
9:00 am to 10:00 am	Shadowing/Training/Assisting
10:00 am to 10:10 am	Break
10:10 am to 12:00 pm	Shadowing/Training/Assisting
12:00 am to 1:00 pm	Lunch
1:00 pm to 5:00ish pm	Shadowing/Training/Assisting
	<i>Breaks/Lunch times will be set by Managers/Trainer</i>

Thursday April 27, 2023 – Colville Dental Clinic

7:00 am to 12:00 pm	Shadowing/Training with Sue
12:00 am to 1:00 pm	Lunch
1:00 pm to 5:00ish pm	Shadowing/Training
	<i>Breaks/Lunch times will be set by Managers/Trainer</i>

Friday, April 28, 2023 – Colville Dental Clinic

7:00 am to 12:00 pm	Shadowing/Training
12:00 am to 1:00 pm	Lunch
1:00 pm to 5:00ish pm	Shadowing/Training
	<i>Breaks/Lunch times will be set by Managers/Trainer</i>

Week Four

Monday May 1st, 2023

All Day:	OFF WORK
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Shadowing/Training Overseen by Sue Calvert

Tuesday May 2nd, 2023 – Colville Dental Clinic

7:00 am to 12:00 pm	Shadowing/Training with Sue
12:00 am to 1:00 pm	Lunch
1:00 pm to 5:00ish pm	Shadowing/Training with Sue
	<i>Breaks/Lunch times will be set by Managers/Trainer</i>

Wednesday May 3rd, 2023 – Colville Dental Clinic

7:00 am to 12:00 pm	Shadowing/Training with Sue
12:00 am to 1:00 pm	Lunch
1:00 pm to 5:00ish pm	Shadowing/Training with Sue
	<i>Breaks/Lunch times will be set by Managers/Trainer</i>

Thursday May 4th, 2023 – Colville Dental Clinic

7:00 am to 12:00 pm	Shadowing/Training with Sue
12:00 am to 1:00 pm	Lunch
1:00 pm to 2:00 pm	Skills check/Quiz with Sue
2:00 pm to 5:00ish pm	Shadowing/Training with Sue
	<i>Breaks/Lunch times will be set by Managers/Trainer</i>

Friday, May 5th, 2023 – Colville Dental Clinic

7:00 am to 12:00 pm	Shadowing/Training with Sue
12:00 am to 1:00 pm	Lunch
1:00 pm to 5:00ish pm	Shadowing/Training with Sue
	<i>Breaks/Lunch times will be set by Managers/Trainer</i>

Schedule subject to change, as needed