

# Dental Assistant Training Program |

## Role of the Employer Partner

**JVS**



### Phase I: Outreach and Selection

**JVS completes outreach, assesses and selects participants for the program**

**During Phase I employer partners:**

- ✓ Meet with JVS Staff to discuss program opportunity and confirm participation
- ✓ Work with HR and Finance departments to prepare for MOU, student onboarding and stipend payments

### Phase II: Classroom Training

**5-week Dental Assistant certification training, includes clinical and professional skills**

**During Phase II employer partners:**

- ✓ Identify preceptors/professional mentors for each student to work with while in the clinic
- ✓ Prepare office managers, supervisors, and/or preceptors for incoming student(s) by sharing information about the program, setting expectations, and providing training for staff working directly with externs

### Phase III: Externship

**4-6 week (total of 160 hours) externship at a dental clinic to put skills into practice**

**During Phase III employer partners:**

- ✓ Provide onboarding for externs, including a tour of the facility, patient registration procedures, safety protocols, and clinic policies
- ✓ Organize a meet-and-greet for externs and staff (preceptors and managers/supervisors)
- ✓ Set expectations with the student by reviewing DA competencies and weekly goals
- ✓ Supervise student in taking necessary x-rays for Radiation Safety license
- ✓ Provide student and JVS with regular feedback on student's performance
- ✓ Participate in a mid-externship performance review meeting with JVS and the student

### Phase IV: Program completion and graduation

**During Phase IV employer partners:**

- ✓ Provide end-of-externship performance feedback to student and JVS
- ✓ Participate in a program debrief with JVS
- ✓ Work with student/JVS on employment opportunities
- ✓ Reimburse JVS for up to \$2000 of externship wages (based on a max of 160 hours)