

Dental Assistant Training Program
Sponsored By the Washington Association for Community Health

Program Overview for Trainees

Welcome to the Dental Assistant Training Program!

This training program will prepare you to work as a Registered Dental Assistant in the state of Washington. The training program takes one full year to complete, starting **May 9, 2022**.

Overview

During this year, you will be asked to:

- 1) Complete 39 Modules of online coursework (approximately 10 hours per week). Online coursework is unpaid and must be done on your own time (unless your employer decides otherwise). 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.
- 2) Pass a mid-term and final exam administered by your online course instructor.
- 3) Learn skills hands-on with patients when guided by your clinical team.
- 4) After you have completed all the required coursework with a passing grade, In-REACH staff will present you with a certificate of completion. You will be trained to the highest standard of dental assisting in Washington.

Expectations

- Like any employee, you are expected to **follow your employer's policies and procedures**. You should come to work on time for your scheduled shifts, and your work should be professional, ethical and responsible.
- You should **use your clinical team and the expert instructor as a resource**. It is very important that you ask questions about anything you do not fully understand. Make sure you set aside scheduled times with your clinical team (preferably weekly) to discuss your progress in this training program. You should review both your progress at work and any questions you have about the supplemental materials you are learning.
- Regarding the online learning course, you are required to:



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1. **Finish each module on time.** All modules are open throughout the entire program, but you should complete them in order. All assignments are due by 11:59 pm on Sunday's. A grade penalty of 10% per day is applied every day an assignment is late. It is important to stay on schedule with assignments to maintain a passing grade.
 2. **Pass each Module Quiz.** There is a quiz at the end of every module. They are untimed and open book. You have 3 attempts to pass with at least a 70% grade.
 3. **Take 5 Cumulative Quizzes.** These are scheduled every 4-5 Modules and are untimed/open book. You have 2 attempts to get the highest grade possible.
 4. **Take a Mid Term Exam.** This is an untimed and open book exam. You have 1 attempt to get the highest grade possible.
 5. **Take a cumulative Final Exam.** This is an untimed and open book exam. You have 1 attempt to get the highest grade possible.
 6. **Contact the course instructor** if you are struggling with the online coursework or if you anticipate not being able to complete a module on time.
- It is optional for you to **track your skill practice on the Skills Logs.** Completed Skill Logs can be submitted on Canvas. Any complete Skill Logs will be listed on your certificate of completion. You can perform a skill independently (with the appropriate level of supervision indicated in the RCW and WAC for a DA) once your clinical team gives you permission.

The In-REACH Team

During the program, you will have the support of the In-REACH Team and The Association. They can help with any program related questions and will be tracking your progress throughout the program. See the table below for more information on who to contact.

There are five people who are your main points of contact for this program:

Alyssa Burgess

Workforce Improvement & Innovation Manager
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Briana Neagle

Online Course Instructor

briana_neagle@hotmail.com

<i>If you have questions about...</i>	<i>...you should ask:</i>
The training program in general	Yasmine Duenas
The online coursework	Briana Neagle
Technical questions about using Canvas	Amanda Nicholson
Technical/clinical skills	Your clinical team or Briana Neagle
A complaint about your employer	Arielle Long
Other issues about your program experience	Alyssa Burgess



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