

TOC of the “Staff Training Manual”

Orientation Training of All Staff

- Orientation of the New Team Member
- Pre-Planned Schedule of Training
- Training Chronology
- Personality Considerations

Training of the T.C. (Treatment Coordinator)

- Training Chronology in AM and PM of each day
- Days One through Four+ of TC training

Training of the Receptionist

- Training Chronology in AM and PM of each day
- Days One through Five+ of Receptionist training

Training of the Bookkeeper

- Training Chronology in AM and PM of each day
- Days One through Six+ of Bookkeeper training

Training of the Chairside Assistant

- Training Chronology in AM and PM of each day
- Days One through Six+ of Check & Adjust training
- Days One through Two+ of Archwire training
- Days One through Two+ of DeBand/DeBond training
- Days One through Two+ of Bracket Bonding training
- Days One through Six+ of Banding training
- Day One of SOS/Emergency training
- Miscellaneous training

Training of the Records Tech

- Training Chronology in AM and PM of each day
- Days One through Three+ of Records training

Training of the Patient Trainer

- Training Chronology in AM and PM of each day
- Days One through Three+ of Patient Trainer training